



Conference Room Policy

The Marine Resources Library (MRL) conference room is available, without partiality, to members of partner institutions represented at the South Carolina Marine Resources Center. The conference room includes:

- Seating for 16 (20 is the recommended maximum occupancy)
- Three square tables (seating eight when formatted as a conference table)
- Mounted projector with laptop connections
- Laptop computer (Windows) and podium, networked to the projector and the Internet. See library staff to access the laptop which is locked inside the podium.
- White board, dry erase pens, and eraser

Scheduling the Room

Conference room scheduling is handled by Mary Ellen Williams of SCDNR. To book the room, please contact Mary Ellen at williamsm@dnr.sc.gov or 843-953-9818. Bookings are taken on a first come, first served basis. Please do not make bookings if you are not sure you will actually need the room. If you make a booking and find you no longer need it, please cancel the booking by letting Mary Ellen know.

Use of the Room

- If the room is not in use, you are welcome to use it as a quiet study/small group meeting area. However people with prior bookings have precedence at the appointed time.
- Covered drinks and food are welcome, but all spillages and food remains must be promptly cleaned up.
- Noise levels in the conference room must be kept to a reasonable level that is not disturbing to other library users or library staff.
- The projector may be used to show/play digital media. However, the person who booked the room must ensure that the presentation of the media to a group is not in violation of copyright/fair use rules, in accordance with Title 17 of the United States Code (<http://copyright.gov/title17/92chap1.html>)
- Safeguard your personal property at all times. Do not leave property unattended in the conference room. The MRL staff cannot guarantee its safekeeping.

Leaving the Room – Please:

- Leave furniture as you found it.
- Clean the whiteboard and replace the pens/eraser on their keeper.
- Remove trash.
- Power down the projector and computer.
- Leave the projector remote and/or remote pen on the podium.
- Turn off lights (switch by door).
- Leave the door open for circulation of air.

Please report any issues to the library staff.
We hope you will enjoy using our facility.