# Tisch Library Rooms Guide

# Rooms Bookable through Outlook Calendars

Room	Name of Outlook Calendar	Number of	Projector	Notes
Number		Seats	or TV	
202D	Tisch Access Conference Rm	9	Y	
210	Tisch Library 210	12	Y	
213G	Tisch Library 213G	6	Y	
213L	Tisch Library 213L	3	Ν	Also used as an office.
213M	Tisch Library 213M	2	Y	Has monitor with USB-C
				connection.
214B	Tisch Library 214B	2	Y	For use for R&L
				consultations via
				standing Reserve Tufts
				reservation Mon-Fri,
				9am-5pm. Has monitor
				with USB-C connection.
223	Tisch Library 223 - LTC Classroom	38	Y	For use by Research &
				Learning Dept – managed
				by <u>Jen Ferguson</u>
228B	Tisch Library 228B	3	Y	
311	Tisch Library 311	12	Y	

## Rooms Bookable through Reserve Tufts

Room	Room Name in Reserve	Seats	Projector	Template
Number	Tufts		or TV	
104	104 Lactation Room	1	Ν	Medford Campus Meeting/Function
				Space Request. More info via OEO.
104A	Sensory Room 104A (Tisch	1	N	2024 Study Spaces & Medford Campus
	Library)			Meeting/Function Space Request
105	105 (Tisch Library)	4	Ν	2024 Study Spaces
106	106 (Tisch Library)	4	Ν	2024 Study Spaces
107	107 (Tisch Library)	4	Ν	2024 Study Spaces
123A	123A (Tisch Library)	6	Ν	2024 Study Spaces
123B	123B (Tisch Library)	6	Ν	2024 Study Spaces
123C	123C (Tisch Library)	6	Ν	2024 Study Spaces
123D	123D (Tisch Library)	6	Ν	2024 Study Spaces
203	Data Lab Classroom (Tisch	25	Y	Medford Campus Academic Space
	Library)			Request
204	204 (Tisch Library)	16	Ν	2024 Study Spaces
214A	214A (Tisch Library)	3	Ν	2024 Study Spaces
214B	214B (Tisch Library)	3	Ν	2024 Study Spaces

218A	218A (Tisch Library)	6	Y	2024 Study Spaces
218B	218B (Tisch Library)	6	Ν	2024 Study Spaces
218C	218C (Tisch Library)	6	Ν	2024 Study Spaces
218D	218D (Tisch Library)	6	Y	2024 Study Spaces
220A	220A (Tisch Library)	2	Ν	2024 Study Spaces
220B	220B (Tisch Library)	2	Ν	2024 Study Spaces
226	226 Austin Conference	20	Y	Medford Campus Meeting/Function
	Room (Tisch Library)			Space Request
304	304 (Tisch Library)	76	Y	Medford Campus Academic Space
				Request
310	310 (Tisch Library)	16	Y	Medford Campus Academic Space
				Request
313	313 Telehealth Room	3	Ν	2024 Study Spaces & Medford Campus
	(Tisch Library)			Meeting/Function Space Request
314	314 (Tisch Library)	20	Y	Medford Campus Academic Space
				Request
316	316 (Tisch Library)	30	Y	Medford Campus Academic Space
				Request
Patio	Tisch Patio 000 (Tisch	100	Ν	Medford Campus Meeting/Function
	Library)			Space Request. POC for requests:
				reservations2@ase.tufts.edu
Roof	Tisch Roof 00 (Tisch	100	Ν	Medford Campus Meeting/Function
	Library)			Space Request. POC for requests:
				reservations2@ase.tufts.edu

Please note: rooms on the 2024 Study Spaces template can only be reserved by AS&E students (staff and faculty should not have permission to reserve these rooms). Rooms on the Medford Campus Academic Space Request template are approved by the Registrar's Office <u>aseSpaceReservations@tufts.edu</u>. Rooms on the Medford Campus Meeting/Function template are auto-confirmed ; contact email is <u>tischadmin@tufts.edu</u>.

## Rooms Bookable through other means

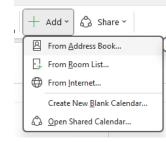
Room	Name	Number of	Projector	Notes
Number		Seats	or TV	
103	Special Collections	24	Y	For use by Special
				Collections – managed by
				Chris Barbour and Bev
				Gobiel
302	302	N/A	Ν	Offline – please contact
				Erica Schattle to requests
				use of this space.

#### To add a Room/Calendar to Outlook:

• Open Outlook + Click on the Calendar button Icon



• Click on + Add and then From Address Book



Change the Address Book pull-down menu to Global Address List

Select Name: Global Address List					
Search: O All columns O Name onl	у		Address Book:		
	->	×	Global Address List - erica.schattle@tufts.edu	~	Advanced Find

 In the search bar at the top, type in Tisch or the room name you are looking to add and then double click on the name and it will appear in the bar down the bottom of the pop-up window next to calendar. You can add more than one room/calendar at a time. When you are done double clicking to add room(s)/calendar(s), click 'OK' at the bottom right of the pop-up window.

All columns Name only		Address Book:							
isch	×	Search Results - Global Address List	~	Advanced Find					
Name		Title Bu:	siness Phone	Location	Department	Email Address	Company	Alias	
R Tisch College Submissions						TischCollegeSubmissions		uit033	
Tisch Dean						TischDean@tufts.edu		uit526	
Q Tisch Digital Design Studio						ase238@exchange.tufts.e		ase238	
Q Tisch Doc Delivery – Alma Printing						NULLt-mtischdocdelivery		uit364	
Q Tisch E-Commerce						tischecommerce@tufts.edu		ase367	
Q Tisch Events						TischEvents@tufts.edu		uit419	
Q Tisch Film						uit297@tufts.edu		uit297	
Q Tisch Front Desk On Call						TischFrontDeskOnCall@t		ase893	
Tisch Grants						TischGrants@TuftsCloud		TischGrants	
Tisch Green Office Certification Checklist						TischGreenOfficeCertificat_		TischGreen	
Tisch Green Taskforce						TischGreenTaskforce@Tuf		TischGreen	
Q Tisch LibAnswer						TischLibAnswers@tufts.edu		ase892	
						tischmaildelivery@tufts.e		ase943	
Tisch Library 210						TischLibrary210@tufts.edu		uit547	
The library 242C						TischLibrary213G@tufts.e		uit549	
Tisch Library 213M						TischLibrary213M@tufts		uit544	
Tisch Library 214B						213Koala@tufts.edu		ase803	
R Tisch Library 223 - LTC Classroom						TischLibraryR&I-LTCClass		uit408	
Tisch Library 228B						TischLibrary228B@tufts.e		uit548	
Tisch Library 311						TischLibrary311@tufts.edu		uit545	
Q Tisch Library Administration Office						tischlibraryadmin@tufts.e		ase703	
Q Tisch Library Digital Initiatives						digitalinitiatives@tufts.edu		uit650	
Q Tisch Library Special Collections						specialcollections@tufts.e		uit641	
Q Tisch LITS Apple						tischlitsapple@tufts.edu		ase331	
Q Tisch Mark Lab Request						tischmarklab@tufts.edu		ase360	
Q Tisch Marketing						TischMarketing@exchang		TischMarket	
Q Tisch Metadata Services						Metadataservices@tufts.e		ase440	
A Tisch Open Forum						TischOpenForum@tufts.e		TischOpenF	
Tisch PI Grant List						TischPIGrantList@TuftsCl_		TischPlGran	
Q Tisch Processing Room – Alma Printing						nullt-mtischprocessingrm		uit366	
Tisch Program Plan						TischProgramPlan@Tufts		TischProgra_	
Q Tisch Programs Team						noreply-tischprogramstea		noreply-tisc	
Tisch Reference Calendar (no longer used)						ase727@exchange.tufts.e		ase727	
Q Tisch Scholar Alumni						Tischscholaralumni@tufts		ase398	
Tisch Scholars						TischScholars@TuftsClou		TischSchola	
4									
Calendar Tisch Library 210									

• The room(s)/calendar(s) you just added will appear in your Outlook calendar checked off (which means they are visible). If you want to make the room(s)/calendar(s) invisible simply uncheck them.

✓ Tisch Library 213G
✓ Tisch Library 213M

### To book/find rooms on Reserve Tufts:

• Log into to Reserve Tufts with your UTLN and Password

HOME	SITE HOME	MY HOME
۲۶		
Event Planning	Sign In	
Medford Policies & Procedures	5.8.1.11	Tufts Username *
Reserve Tufts Guide		
Watch the Reserve Tufts Video		Password *
Tufts Username Help		1

 On the home page you will see under 'My Reservation Templates' two options, 'Medford Campus Academic Space Request' and 'Medford Campus Meeting / Function Space Request'. Click the 'Book Now' button next to the preferred space request to book a room or find out more info about the room (capacity, room features, images, etc.)

'Medford Campus Academic Space Request' is classrooms/study rooms 'Medford Campus Meeting / Function Space Request' is conference rooms Spaces, both Academic and Meeting/Function, can be booked 120 days in advance

#### My Reservation Templates

Medford Campus Academic Space Request (Fall)	book now	about	
Medford Campus Meeting / Function Space Request	book now	about	I

Next should see a list of options in a column to the left-hand side of the screen. You can select
date and time to narrow down the rooms available. You can also look for specific rooms in
various locations by clicking 'add/remove' in the grey locations box. To narrow down rooms to
Tisch Library simply search 'Tisch Library' in the locations pop up search box, check off and click
on 'Update Locations'.

Medford Campus Meeting / F		My Cart (0)	Create Reservation
	1 Rooms 2 Reservatio	n Details	
New Booking			Next Step
Date & Time	Selected Rooms		
Date	Your selected Rooms will appear here.		1
Tue 07/27/2021 🛍 Recurrence	Room Search Results		
tart Time         End Time           4:00 PM         O	Rooms matching your search criteria will appear here.		
Create booking in this time zone Eastern Time			
Locations Add/Remove (all)			
Locations BUILDINGS VIEWS Filter By Area  Tisch Libr Select All Buildings Tisch Library	ary Q		
Selected Locations <ul> <li>Tisch Library</li> </ul>			
	Update Locations Close		

You will be brought back to the list of rooms available, this time specifically in Tisch Library. To find out more info about a room click on the blue room name and an about pop up window should appear. To book the room exit out of the about pop-up window and click on the green plus '+' arrow next to the room name. Specify the number of attendees and click add room. The reservation request will be added to your cart at the top of the screen, you can add multiple reservation requests (with multiple/various dates).

Room Sear	rch Results																	
LIST	SCHEDULE																	
Favorite	e R											Fine	d A Ro	om			Sea	nrch
			11		12 PM	1		2		3	4		5		6		7	8
Rooms Y	'ou Can Reque	est																
Tisch Libra	ary (ET)	Cap	7 AM	8	9		10		11		12 PM	1		2		3	4	
204 (*	Tisch Library)	16																
<b>O</b> 226 A	Austin Confer	20																
<b>O</b> Tisch	Patio 000 (Ti	100																
🕒 Tisch	Roof 00 (Tisc	100																
-																	I	÷
	a produktion Na Produktion															Availa	bility L	egeno
about 204 (	(Tisch Library)							)	ĸ									
ROOM DETA	ALS SETUP TYPE	S FE	ATURES	IMA	GES A	VAILABI	LITY											
Room Code	204																	
Description	204 (Tisch Library	/)						1										
Room Type	Conference Room	n																
Floor	2																	
Size	368																	
	POC: Dorothy Me	aney (Tis	chAdmin@1	ufts.e	du)													
	To gain access to the Tisch Library	this roon Administ	n, please eit ration Offic	her go	o to the Cir	culation	Desk o	or 🖕										
								Close										
Attendance	e & Setup Type							×										
To continue, pl	lease enter the numb	er of atte	ndees and	desire	d setup typ	be for thi	is Roon	า.										
Number of At	tendees																	
					Ad	ld Room	Ca	incel										
	) 🚍 Му	/ Cart	(1)	Cre	ate Re	serva	atior	۱										

• Once you have added all reservation requests to your cart, click on 'My Cart' at the top righthand side of the screen, there you should see your room(s) added to your cart. If you would like to remove a room(s) simply click on the red minus arrow/button next to the room(s) you are looking to remove. Once you are all set adding/subtracting rooms, click the '2 Reservation Details' tab at the top to add event name, type, group, contact name, email address and answer a few additional questions before completing your reservation.

		Space Reque		eservation Details		My Cart (1) Crea	ate Reservation
ly Cart							New Booking
Date	Start Time	End Time	Time Zone	Location	Attendance	Status	Conflict
• Tue 07/27/2021	4:00 PM	5:00 PM	Eastern Time	204 (Tisch Library)	1	Request	
				1 Rooms	2 Reserv	ation Detail	5
Reservation Detai	ls						
Event Details							
Event Name *		Ev	ent Type *				
					~		
Group Details					_		
Group *							
Tisch Library Staff		~					
1st Contact							
(temporary contact)		~					

• If you are all set, click the green 'Create Reservation' button. You should get an email stating that your reservation request has been approved and is granted.

Create Reservation