

Tisch Library Rooms on Outlook & Reserve Tufts

Tisch Library Rooms Guide

Rooms Bookable through Outlook Calendars

Room Number	Name of Outlook Calendar	Number of Seats	Projector or TV	Notes
202D	Tisch Access Conference Rm	9	Y	
210	Tisch Library 210	12	Y	
213G	Tisch Library 213G	6	Y	
213L	Tisch Library 213L	3	N	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 Jen Ferguson
228B	Tisch Library 228B	3	Y	
311	Tisch Library 311	12	Y	

Rooms Bookable through [Reserve Tufts](#)

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

218A	218A (Tisch Library)	6	Y	2024 Study Spaces
218B	218B (Tisch Library)	6	N	2024 Study Spaces
218C	218C (Tisch Library)	6	N	2024 Study Spaces
218D	218D (Tisch Library)	6	Y	2024 Study Spaces
220A	220A (Tisch Library)	2	N	2024 Study Spaces
220B	220B (Tisch Library)	2	N	2024 Study Spaces
226	226 Austin Conference Room (Tisch Library)	20	Y	Medford Campus Meeting/Function 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 (Tisch Library)	3	N	2024 Study Spaces & Medford Campus 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 Library)	100	N	Medford Campus Meeting/Function Space Request. POC for requests: reservations2@ase.tufts.edu
Roof	Tisch Roof 00 (Tisch Library)	100	N	Medford Campus Meeting/Function Space Request. POC for requests: reservations2@ase.tufts.edu

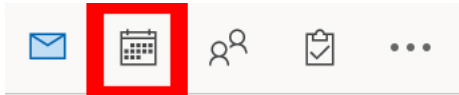
Please note: rooms on the 2024 Study Spaces template can only be reserved by AS&E students (staff and faculty should not have permission to reserve these rooms). Rooms on the Medford Campus Academic Space Request template are approved by the Registrar's Office aseSpaceReservations@tufts.edu. Rooms on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

Rooms Bookable through other means

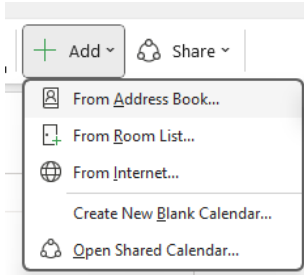
Room Number	Name	Number of Seats	Projector or TV	Notes
103	Special Collections	24	Y	For use by Special Collections – managed by Chris Barbour and Bev Gobel
302	302	N/A	N	Offline – please contact Erica Schattle to requests use of this space.

To add a Room/Calendar to Outlook:

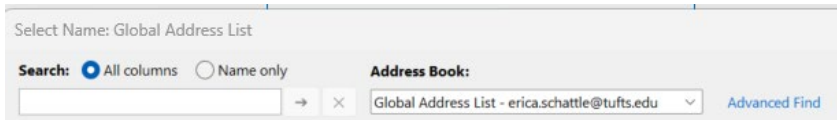
- Open Outlook + Click on the Calendar button Icon



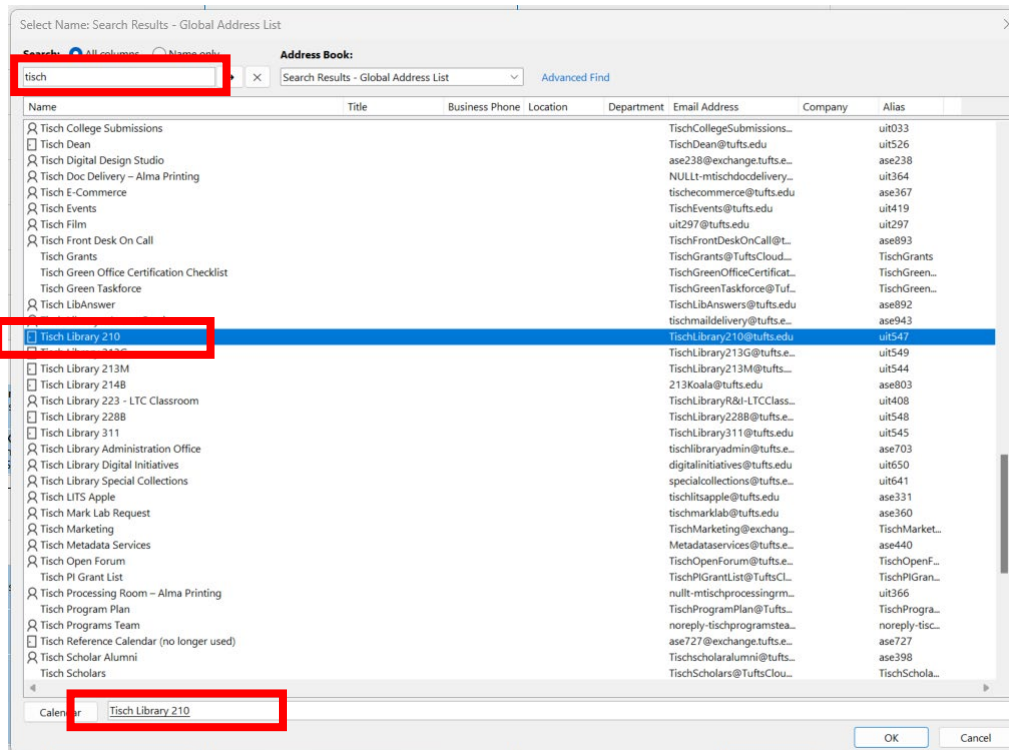
- Click on + Add and then From Address Book



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



- 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.

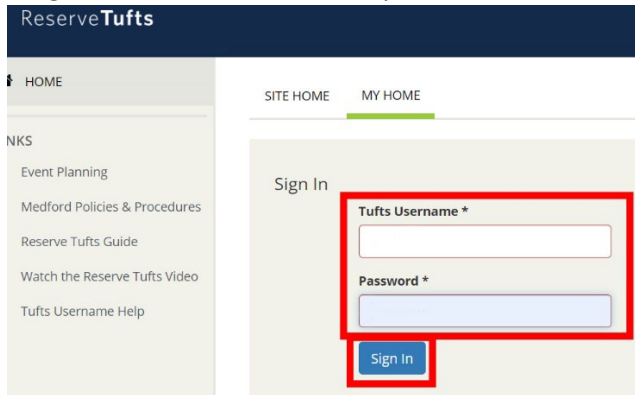


- The room(s)/calendar(s) you just added will appear in your Outlook calendar checked off (which means they are visible). If you want to make the room(s)/calendar(s) invisible simply uncheck them.



To book/find rooms on Reserve Tufts:

- Log into to Reserve Tufts with your UTLN and Password



- 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



- 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'.

New Booking Next Step

Date & Time	Selected Rooms
Date Tue 07/27/2021 Recurrence	Your selected Rooms will appear here.
Start Time 4:00 PM	Room Search Results
End Time 5:00 PM	Rooms matching your search criteria will appear here.
Create booking in this time zone Eastern Time	
Locations (all) Add/Remove	

Locations

BUILDINGS VIEWS

Filter By Area

Select All Buildings

Tisch Library

Selected Locations

Tisch Library

Update Locations

- 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 Search Results

LIST SCHEDULE

Favorite R...

11 12 PM 1 2 3 4 5 6 7 8

Rooms You Can Request

Tisch Library (ET)	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4
204 (Tisch Library)	16										
226 Austin Confer...	20										
Tisch Patio 000 (Ti...	100										
Tisch Roof 00 (Tisc...	100										

Availability Legend

about 204 (Tisch Library)

ROOM DETAILS SETUP TYPES FEATURES IMAGES AVAILABILITY

Room Code 204

Description 204 (Tisch Library)

Room Type Conference Room

Floor 2

Size 368

POC: Dorothy Meaney (TischAdmin@tufts.edu)

To gain access to this room, please either go to the Circulation Desk or the Tisch Library Administration Office

Close

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.


Number of Attendees

My Cart (1)

- Once you have added all reservation requests to your cart, click on 'My Cart' at the top right-hand 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.

Medford Campus Meeting / Function Space Request 1 Rooms **2 Reservation Details** My Cart (1) [Create Reservation](#)

My 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 Reservation Details**

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

1st Contact Name *

- 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](#)