Guideline 146 - Computer Set-up on 7th Floor or in Gallery

Library IT Services is responsible for coordinating computing and audio-visual resources for events on the Library's 7th Floor and in the Gallery.

ARRANGING FOR SUPPORT:
Patrons requiring computing and audio-visual support for events in the Library Gallery, 7th floor open area, or LIB767 should complete the form at http://library.umbc.edu/lits/events/.

TRACKING REQUEST:
Once the web form is completed an email confirming the arrangements is generated and sent to the requestor and the LITS list. An entry is also created at the following web address: http://library.umbc.edu/lits/events/.

PAYMENT:
After the event has occurred, the IT Manager contacts Library Accounting and Receiving which generates a journal entry to the department charging the appropriate chartstring.

Guideline established: 5/23/07 LW, SJ, edited 10/02/10