



The Health Sciences and Human Service Library (HSHSL) **Collaborative Learning Room (CLR)** supports the mission of the University of Maryland Baltimore (UMB) by providing space to develop collaborations and partnerships. The CLR may be used for research-related presentations, instruction, and professional meetings hosted by UMB faculty, staff and [recognized student organizations](#). **Rooms are not to be used for group study, parties, receptions, or social events.**

1. University of Maryland, Baltimore (UMB), University of Maryland Medical Center (UMMC), and Baltimore VA Medical Center faculty, staff and students may use the CLR. The room is not available for outside group use.
2. Available Monday - Friday 8:30 a.m.-5 p.m. by reservation only and is not available before 8:30 a.m.
3. [To reserve the room, complete the CLR online reservation form](#). HSHSL Administrative staff will send a personalized confirmation following review of the request. **Auto-responses confirming receipt of requests do not serve as reservation confirmations.**
4. Reservations must be made at least 48 hours (about 2 days) in advance.
5. Remove all trash, food and drink after room use. Trash and recycling bins are found throughout the building.
6. The CLR is equipped with technology. See the [HSHSL website](#) for the most current information.
7. The presenter/class host or designee is responsible for room setup. The tables, chairs, and podium are mobile and can easily be arranged into various configurations. Examples of room setups include [classroom style, collaboration style and meeting style](#). When reserving the room, build in 30 minutes to arrange the room.

CANCELLATION DUE TO EMERGENCY CLOSURE:

If the University or HSHSL building closes for a campus emergency, including inclement weather, all room reservations will be canceled. For campus closure announcements, refer to [UMB Alerts](#) or call the Campus Emergency Information Phone Line at (410) 706-8622.