

The **Health Sciences and Human Services Library (HSHSL)** support the mission of the University of Maryland, Baltimore (UMB) by providing spaces to develop collaborations and partnerships while also supporting educational advancement. HSHSL conference and meeting rooms may be used for research-related presentations, instruction, and professional meetings hosted by UMB faculty, staff and [recognized student organizations](#), University of Maryland Medical Center (UMMC) and Baltimore VA Medical Center.

HSHSL Conference and Meeting Rooms	Location
Collaborative Learning Room *	Lower Level, Room LL02
Boughman/Alpern Family Conference Room	1 st floor, Room 131
Conference Room 321 *	3 rd floor, Room 321
Sherman Center for Healthcare Innovation *	4 th floor, Room 405

*See additional room specific guidelines

General Guidelines:

- Conference and meeting rooms are available **Monday - Friday 8:30 a.m.- 5 p.m. by reservation only**. Rooms are not available before 8:30 a.m. Visit the Information Services Desk to gain room access. A UMB ID or personal identification is required upon entry into the library.
- HSHSL Administrative staff will send personalized confirmation following review of the request. Auto-responses confirming receipt of requests do not serve as reservation confirmation. Requests require 2 business days to process.
- Reservations and/or cancellations must be made at least two business days in advance.
- HSHSL conference and meeting spaces cannot be used for group study, parties, receptions, social events, or by external or community groups.
- Conference and meeting rooms are equipped with technology to enhance room use. No technology support is provided by HSHSL employees. See the [HSHSL website](#) for the most current information about room technology. Bring files on a USB drive or be prepared to login via web browser to retrieve presentation files.
- HSHSL Staff are not responsible for managing meetings or offering support.
- Meeting hosts are responsible for catering orders and acceptance of deliveries.
- Conference rooms may not be used for recurring meetings.
- Moving and/or rearranging HSHSL conference and meeting room furniture and equipment is prohibited.
- Remove all trash, food, and drink after room use. Trash and recycling bins are found throughout the building.
- Violation of guidelines may result in loss of privileges.

Room Specific Guidelines:

➤ **Collaborative Learning Room – Self-setup**

The host 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.

➤ **Conference Room 321 and the Sherman Center for Healthcare Innovation – Quiet floors**

Conference Room 321 and the Sherman Center for Healthcare Innovation are located on designated quiet floors. Meetings scheduled in these spaces must maintain an acceptable noise level that does not disrupt student study.

CANCELLATION DUE TO EMERGENCY CLOSURE:

If UMB or the HSHSL building closes due to 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.