

The Helen B. and Martin D. Schwartz Special Collections and Digital Complex is an innovative, collaborative, and interactive learning and teaching environment dedicated to serving the educational advancement of the students of Ball State University.

Guidelines for Reserving the Schwartz Digital Complex Spaces

1. The Schwartz Digital Complex is intended for classes, events, and meetings that make extensive use of state-of-the-art technology. Activities that do not require advanced technology should be scheduled in other areas.
2. Maximum capacity for the Viewing Room is 30. It is 36 for the Learning Pod Room.
3. The spaces may be reserved Monday – Thursday, 8am – 10pm and Friday from 8am – 7pm.
4. The person reserving the space must be affiliated with Ball State University. Community groups must have a Ball State faculty or staff sponsor.
5. Technical Assistance is available Monday – Friday, 8am – 5pm.
6. Faculty and staff who require training to operate equipment in the Viewing Room and Learning Pods Room should schedule a training session by calling Library Information Technology Services, 285-8032, during regular business hours.
7. Report problems with equipment or rooms to the Circulation Desk.
8. Food and beverages are limited to light snack items. Food not allowed includes sandwiches, pizza, and eats that require utensils.
9. No soliciting or proselytizing is allowed.
10. For immediate assistance, questions, making or canceling room reservations, contact Administrative Services, 285-5277, or schwartzcomp@bsu.edu