Ball State University Libraries

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 the Schwartz Digital Viewing Room:

1. The Schwartz Digital Viewing Room is intended for groups, events, and meetings that make use of advanced technology. Activities that do not require this technology should be scheduled in other areas.

2. This space may not be reserved for re-occurring events spanning across an entire semester or serve as a substitute for a regular classroom.

3. The person reserving the space must be faculty, staff, or current student of Ball State University, must be present during the scheduled event, and is responsible to ensure the room is neat and orderly at the end of the session.

4. Faculty and staff who require training to operate equipment must schedule a training session by calling Library Information Technology Services, 765-285-8032, during regular business hours.

5. Report problems with equipment to the Main Circulation Desk.

6. Food and beverages are limited to light snack items.

7. Users of the space are not allowed to sell products or services, hold religious services, or proselytize.

8. For assistance with room reservations, contact the Library Dean’s Office at 765-285-5277.

9. Beginning Spring semester 2018, the Schwartz Complex Viewing Room is operated on an as-needed basis. The Viewing Room is open 1 hour before the first event each weekday.

Technical Information Viewing Room:

- 30 seat maximum capacity
- 1 Instructor station
- 2 Instructor laptop connectors
- Multi output viewing screen

If you would like to have your event promoted on the Ball State University calendar, please email Nick Havranek at nahavranek@bsu.edu.