

CARL F. BRAUN FINE BOOK ROOM
ACADEMIC COMMONS
Protocol for Space Reservations

Reserving the Carl F. Braun Fine Book Room:

The priority of the Braun Fine Book Room is for in-class instruction and research sessions, shelving of fragile and unique books, and scholarly events in collaboration with Special Collections staff.

Exceptions: Staff meetings for Library/CDLA and ITS with 20 or more attendees are permitted, in consideration of the limited space available in the Academic Commons; film shoots and selected Administrative events.

All space requests, including Library/CDLA and ITS events, will be submitted through the Master Calendar Office, where events must receive approval from Special Collections prior to space confirmation.

Once space is confirmed by the Master Calendar Office, an [Event Services Request](#) may be required for additional event support.

Walk-Throughs:

For Campus Services and Maintenance, please contact Special Collections directly to arrange a walk-through by either phone: (323) 259-2852 or email: specialcollections@oxy.edu.

All [external filming inquiries](#) must be coordinated through the College's location representatives – with walk-throughs scheduled by Conference Services