

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