



# Guidelines for the Library Space Usage for Science Talks & Meetings



## Library Materials

- Use the provided stand for microphone and/or computer
- Please, don't use the library books as a support



## Meeting Space

- Whiteboard: move it away from stairs and passageways
- Chairs: return them to their respective tables after use



## Projector

- Turn off the projector after use
- Tip: use the remote control in the presentation kit for easy operation.



## Projection Screen

- Roll up the projection screen after use
- Tip: use the pull rod marked with **green labels** to roll it up



## Presentation Kit

- Pointer, projector's remote control and converters found in the library office cabinet
- Return the items after use

## Need additional help?

Reach out to the Librarians!



Library Office E.3.65



Open 24/7



[library@eso.org](mailto:library@eso.org)

Visit our website



Thank you for your cooperation  
Enjoy the meeting!

<https://eso.org/sci/libraries>