



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 Complex workspace:

1. The Schwartz Digital Complex workspace 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 as a regular classroom or for re-occurring events spanning portions of a semester.
3. The person reserving the Pod Room space must be faculty, staff, or graduate assistant of Ball State University and is responsible to ensure the room is neat and orderly at the end of the session.
4. The person reserving the Viewing Room 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.
5. Faculty and staff who require training to operate equipment must schedule a training session by calling Library Data & Discovery Solutions, 765-285-8032, during regular business hours.
6. Report problems with equipment to the Main Circulation Desk.
7. Food and beverages are limited to light snack items.
8. Users of the space must comply with the [Non-Commercial Expressive Activity and Assembly on University Property policy](#) and the [Commercial Activity on University Property policy](#).
9. For assistance with room reservations, contact the Library Dean's Office at 765-285-5277.

Technical Information Learning Pod:

- 36 seat maximum capacity
- 2 Instructor stations (Windows and Mac)
- 1 Instructor laptop connector
- 6 Pod stations
- Document camera

Technical Information Viewing Room:

- 30 seat maximum capacity
- 85' flat panel display
- 1 Instructor station
- 1 Instructor laptop connector
- Wireless Presentation connectivity