Using 25Live to Request a Library Room

To request a computer classroom to use on an ad hoc basis, faculty are asked to use 25 Live, a district-based system: https://25live.collegenet.com/maricopa/

If you have tried using 25Live and have been unsuccessful, you might need to ask the office coordinator/department secretary in your department to place the request for you. Adjunct faculty who work at multiple campuses may not have access to PC rooms in 25Live.

If you have not yet tried using 25Live, here are some non-obvious and unofficial tips for placing a room request:

- The "Sign In" link is located in the upper right - **nothing will show unless you login with your MEID**.
- Searching for library classrooms isn't intuitive. They seem to have code names:
  - Encanto = LibEncantoRm or PC LIBRARY-022
  - Coronado = A LibCoronado or PC LIBRARY-021
  - Catalina = LibCatalina Rm or PC LIBRARY-016
  - L122 (computer classroom on main floor) = A Library Multi Purpose Rm or PC LIBRARY-122

The Search logic seems to be based on exact match to start of entry. For instance: just typing **libenc** will find the Encanto room; so will typing **LIBRARY-022** [unfortunately, typing Encanto will only yield off-campus locations]

Start by selecting the Event Wizard tab or clicking the button in the center of the screen "Create An Event" (they are one and the same).
The event name can be your course prefix & number; your Primary Organization is your dept.

On the next screen, a description is required - repeat the name of event or indicate 'computer lab session' as a descriptor. Keep clicking Next to get through the following screens. It is a good idea to request Set-Up time (10 minutes or so in order to be ready when students arrive for class).
When you get to "Find and selection LOCATION...", Search by Location Name - just type **library** to bring up all rooms. If the boxes below the list of rooms are not checked, check them (so you aren't looking at rooms that are too small or that would conflict with your class time).

Click on each room that looks like a possibility.
More details about the rooms will pop up under Selected Locations on the right side of the screen. From there, you can eliminate any that lack the features you need.

**PC LIBRARY-022**
LibEnchantRoom
Max Capacity: 40
Features: Board- White; Chair- Swivel; Computer- PC; Computer- Instructor; Flooring- Carpet; Printer; Projector- Ceiling Mounted; Screen-Mounted; Table- Rectangle
Conflicts: None

**PC LIBRARY-016**
LibCatalina Room
Max Capacity: 32
Features: Board- White; Chair- Swivel; Computer- PC; Computer- Instructor; Desk- Instructor; Flooring- Carpet; Multimedia Instructor Wkstn; Printer; Projector- Ceiling Mounted; Screen-Mounted
Conflicts: None
Click Next to get past "Find and select EVENT RESOURCES". Also click next to get past the following Select screens: EVENT CUSTOM ATTRIBUTES, CONTACTS, CATEGORIES, REQUIREMENTS, and CALENDARS.

On the COMMENTS and NOTES page, you can put a message about ADA accommodation needs or anything that can help the Scheduler assign the room.

On the next page, click Save. Remember that your request is not final until it is approved and confirmed by library staff.