



Rare Books and Manuscripts Section

Association of College and Research Libraries
A Division of the American Library Association

The 49th Rare Books and Manuscripts Section Preconference
Rare and Special Bytes: Special Collections in the Digital Age
Tuesday - Friday, June 24 - 27, 2008
Los Angeles, California

UCLA DENEVE PLAZA RESEDINCE HALL
DORM ROOM RESERVATION FORM

Please use this form to reserve residence hall accommodations at DeNeve Plaza on the UCLA Campus. Please fax to ACRL RBMS REGISTRATION at (312) 280 - 1538.

DeNeve Plaza
351 Charles E. Young Drive West
Los Angeles, CA 90024-1314
Phone: (310) 825-5451

DeNeve Plaza rooms feature single or double occupancy rooms (two twin beds in each) with private baths. All rooms are air-conditioned, non-smoking, and equipped with alarm clocks, cable television, daily maid service, telephones, bathroom amenities, and Internet access. Guest information is also provided in each room. The front desk of DeNeve Plaza is open 24 hours a day. The room rate includes breakfast each day from 7:00 am - 9:00 am and complimentary access to recreation facilities on campus.

Please indicate if you would like a single or double room below:

- Single \$112
Double \$130

Your Name:
Arrival Date:
Institution:
Phone:
E-mail:
Required for confirmation.

Roommate Name (if applicable):
Arrival Date:
Institution:
Phone:
E-mail:
Required for confirmation.

AMERICANS WITH DISABILITIES ACT ASSISTANCE - One or both of these participants will require Americans with Disabilities Act assistance on site. (An ACRL staff member will contact you.)

CHECK-IN:
Standard Housing Check-in time is 4:00 p.m. UCLA Conference Services cannot guarantee early check-ins prior to 4 p.m. on day of arrival. Every effort will be made to accommodate early arrivals, as individual rooms become available. A room key will be provided to the conference/program participants upon check-in. This room key is necessary for entry into the sleeping facilities and dining rooms.

CHECK-OUT:
Standard Housing Check-out time is 11:00 a.m. Room keys must be returned to the front desk upon check-out. Late check-out without prior front desk approval or absence of a check out at the front desk will result in charges for an additional night's and/or nights' room stay.

LOST KEYS/CARDS: There will be a charge for each lost or unreturned key. All guests are clearly informed at check-in and check-out of any charges. These charges, if applicable will be:

\$10.00 for each non-returned electronic key

\$60.00 for each non-returned metal key

TELEPHONE/INTERNET ACCESS: Each sleeping room is equipped with a telephone that allows complimentary access to UCLA campus extensions. Rooms in DeNeve Plaza offer complimentary access to local calls within a certain radius of the campus. To make local and long distance calls, guests must use a prepaid telephone calling card. Phone cards are available for sale at the front desk of each residential facility.

Guests who bring their own computer/laptop can access the Internet directly via the Ethernet port in their sleeping rooms. In order to access the Internet, guests must have the Ethernet card on their computer software. If guests do not have their own Ethernet card, they can purchase one through the Covell Business Center (STC) located directly across from Sunset Village.

PARKING: Daily rate: \$8.00/vehicle Parking permits are required at all times for all vehicles parked on campus. The University is **not liable** for theft, damage to, or loss of vehicles parked on campus. You may purchase daily parking permits below and pick them up at the front desk when you check in. A parking permit is valid for a 24-hour period: 7:00 a.m.- 6:59 a.m. You must have one permit for every day you are parked on campus (there is a 30-minute grace period upon arrival).

First Date of Parking: _____ Last Date of Parking: _____ Total # Days: _____

SUMMARY OF PAYMENT:

For double rooms: *If you and your roommate are not staying the same # of nights, use the first arrival date and last departure date for the room to determine the total # of nights.*

Single Room @ \$112 x _____ # of Nights = \$ _____

(or)

Double Room @ \$130 x _____ # of Nights = \$ _____

Parking Permit @ \$8 x _____ # of Days = \$ _____

TOTAL: \$ _____

<p>PAYMENT METHOD:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Enclosed check payable to ALA/ACRL</p> <p>Credit Card number _____</p> <p>Name on Card _____</p> <p>Expiration date _____</p> <p>Signature _____</p>

CANCELLATION POLICY

Refund requests must be submitted in writing prior to May 21, 2008, and are subject to a \$25 cancellation fee. Refunds will be processed and mailed after July 28, 2008. The preconference or any of its events may be cancelled in the case of insufficient registration. In the event that an ACRL-sponsored activity is canceled, ACRL cannot be responsible for any cancellation/change charges assessed to registrants by airlines, travel agencies, or hotel/housing organizations. I have read and agree to the terms of the cancellation policy.

Please initial: _____ & Date: _____

PLEASE REMIT BOTH PAGES WITH PAYMENT INFORMATION OR CHECK BY May 21, 2008.

TO REMIT BY FAX: Please fax to ACRL RBMS REGISTRATION at (312) 280 - 1538.

TO REMIT BY MAIL: ACRL RBMS REGISTRATION
50 East Huron St.
Chicago, IL 60611

QUESTIONS: Please call **800-545-2433** and press option **#5**.