

## HOW DO I PLAN AN EVENT?

### RESERVE THE READING ROOM

Use our handy booking form at <http://doc.libcal.com/booking/library> to see if the Reading Room is available on your preferred date. Once your booking is approved you will receive a confirmation e-mail and an Event Planning Guide with further details about our policies, procedures, and helpful tips.

### BROWSE THE EVENT PLANNING GUIDE

We have hosted many events in the Library and have assisted many groups with their events. Please take advantage of the lessons we've learned and use this guide to help ensure you've addressed both the basics and the finishing touches that will make your event run smoothly and look polished and professional.

### SCHEDULE YOUR WALKTHROUGH

Please contact [research@doc.gov](mailto:research@doc.gov) to schedule a walkthrough with one of the Library staff. We will discuss your event's logistics and help you to determine your preferred room setup and audiovisual needs.

Some things to consider to prepare for your walkthrough (see Event Planning Guide for details and options):

- Type of event and potential room setup
- Estimated number of guests
- Staffing your event
- Technology needs
- Food & beverage service
- Useful meeting and catering supplies



### THE DESK OF HERBERT C. HOOVER SECRETARY OF COMMERCE, 1921-1928

The Reading Room is home to The Hoover Desk, which was used by Herbert Hoover during the time he was Secretary of Commerce.

The Hoover Desk has become a major attraction within HCHB; staff and visitors frequently pose for photos at the historic desk.



### HOURS OF OPERATION

Monday - Friday, 8:30am - 5:00pm

### LOCATION

Herbert C. Hoover Building, Room 1894  
We're located on the first floor at 15th & Pennsylvania.  
Access us via the 6th corridor elevators or the 7th/8th corridor elevators.

### CONTACT US

[research@doc.gov](mailto:research@doc.gov)  
202.482.1154  
[library.doc.gov](http://library.doc.gov)



**COMMERCE  
RESEARCH  
LIBRARY**

**U.S. DEPARTMENT OF COMMERCE**

**Events in  
TheReadingRoom**

HistoricCharmMeets21stCenturyTechnology



## ABOUT THE READING ROOM

The Library's Reading Room brings historic charm, a warm ambiance, and 21st Century technology to important events.

Originally the Patent Reading Room, this magnificent, 2-story space preserves the original architecture and design from when the Herbert C. Hoover building first opened in 1932. The early Renaissance style, with vaulted ceilings painted by renowned architectural decorator Barnet Phillips, creates a unique and impressive backdrop for your event.

## ABOUT THE COMMERCE RESEARCH LIBRARY

The Commerce Research Library provides library and research services to all of HCHB and regional Commerce staff. Generally considered the "main" library within the Commerce Department, it includes legal, business, trade, and economics collections.

While showcasing the beautiful space, the Library strives to create a culture of staff engagement through speaker series, trainings, and other special events. By allowing other DOC staff to take advantage of the impressive surroundings to host their own events, the Library hopes to facilitate further cross-bureau collaboration and sharing.

## HOW CAN I USE THE READING ROOM FOR MY EVENT?

The historic Reading Room is a beautiful space for presentations, receptions, trainings, or to simply meet with colleagues. This room is most appropriate for events with a minimum of 25 guests and a maximum of 100 guests (seated) or 200 guests (standing).

### A Variety of Space & Uses

- Large & small meetings
- Standing
- Team
- Speakers
- Trainings
- Receptions
- CFC

### Audio-Visual Support

- Professional sound system
- 6 microphones
- WiFi
- Podium with laptop
- Large, connected presentation monitors
- WebEx webinar capability

### Meeting Supplies

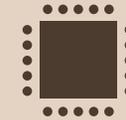
- A variety of sign holders & table tents
- Flipboard/dry erase easels
- Markers & pens

### Catering Supplies

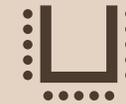
- 36-cup coffee maker
- Hot water carafe
- Ice bucket
- Assorted serving trays
- Tablecloths



Theater-style  
With or without stage.  
• 100 Seated



Boardroom-style  
• 40-60 Seated



U-Shape-style  
• 40-60 Seated



Classroom-style  
• 40-60 Seated



Reception with Meal/Refreshments  
Tables down center of room  
• 200 (mostly standing, with some seating)

No Rental Fees.  
Easy Booking and Setup.  
Most Food and Beverage Allowed.