



## Lactation Room Support System

### WHAT IS A LACTATION ROOM:

A lactation room is a dedicated space for nursing parents to express (pump) breastmilk and/or to nurse their babies. They are exclusively for this purpose. All campus lactation rooms have a Medela Symphony hospital-grade pump provided; to use it you need your own [Medela accessory kit](#) or you can bring your own personal pump.

### WHERE ARE LACTATION ROOMS?

Harvard University has a network of over 50 rooms across three campuses (see [lactation map](#) and [room list](#)).

### REGISTRATION: HOW DO I GET ACCESS TO THE LACTATION ROOM?

All nursing parents must pre-register as either a [HUID holder](#) or a [visitor](#).

- Active HUID card holders: Upon registration, you will be given access to the entire system of lactation rooms, campus wide. You will receive emailed instructions for how to reserve a room (through a closed RoomBook template) and how to locate, gain access, and get room-specific information.
- Campus Visitors: Once registered, you will be contacted to determine the best lactation room available for your visit.

### RESERVATIONS: WHEN CAN I USE A LACTATION ROOM?

Once registered, HUID holders can use FAS RoomBook to locate a room and to see the entire system's availability. If you need an FAS RoomBook account, one will be created for you and the private Lactation Room Template included; if you already have an account, the private Lactation Room Template will be added.

- Some lactation rooms are **reservation-only**. These must be reserved through FAS RoomBook:
  - Once registered, you will receive emailed instructions. You can make reservations for specific rooms and time slots, for any room campus wide.
  - Time slots are 30 minutes. You can make recurring reservations for up to 3 months.
- Some lactation rooms are **drop-in**.
  - Once registered, you will be able to see which rooms are drop-in spaces. These are not reservable, and you must simply knock before entering. It is first-come, first-serve.

### ACCESS: HOW DO I GET INSIDE A LACTATION ROOM?

FAS RoomBook contains the access information to each room:

- **HUID card tap:** door card readers are located on about 30% of campus lactation rooms.
  - Upon registration your HUID will be granted access to rooms that require card access.
  - This will expire in 6 months but can be renewed for additional 6-month increments.
  - Door, stairwell and any other needed clearances for access will also be granted.
- **Pinlock:** some doors require pincodes, which can be found in the FAS RoomBook listing.
- **Open door:** these rooms are open and have an internal lock for privacy and security when in use.

### ABOUT THE LACTATION ROOM SYSTEM:

Access to Harvard's lactation room system has been enhanced and expanded with the help of a 2019-2020 Harvard President's Administrative Innovation Grant (PAIF) grant. Learn more [here](#).

### PROVIDE FEEDBACK ON LACTATION ROOMS:

- Please help us to improve the lactation room system: use [this form](#) to let us know what's working and what needs attention in the lactation rooms around campus.