



PROCEDURE

Use of Library Space

Procedure Administrator: Director of Learning Resources

Authority:

Effective Date: February 10, 2011

Index Cross-References:

Procedure File Number: 4109

Approved By: Dr. Herman J. Saatkamp, Jr., President

Procedure:

A. Definitions

1. Public access areas are the following:
 - a. All open (i.e., unenclosed) spaces within the library including tables, chairs, carrels, and lounge furniture in them.
 - b. All rooms designated as group study.
2. All areas not covered above are considered staff and service spaces.

B. General Provisions

1. Except as limited in the next section, public access areas are available to all library users on a first come, first served basis for the purposes of study, use of library equipment and materials, informal reading, and viewing and/or listening to materials.
2. Public access areas of the library will not be designated or reserved for the exclusive use or purpose of any individual or formal or informal group, except as approved by the Director of Learning Resources or his/her designee. Usually such approval is granted for only a limited period of time and for the following kinds of activities: (1) educational and artistic displays; (2) meetings of small classes or seminars; (3) small meetings of other groups.
3. Users are encouraged to be courteous with other library users. However, it is not the policy of the library to enforce silence. There are out-of-the-way spaces in the library for those seeking solitude. In addition, a portion of the upper level is designated a quiet area.

C. Specific Provisions

1. Group study rooms may be used by one individual only when there is no group seeking space.
2. Multimedia carrels should be used only for viewing and/or listening to media materials. They may be used for other purposes only when there is no one wishing to use them for their intended purposes.
3. Carrels and other library furniture modified for handicapped individuals are reserved for their use.
4. The library assumes no responsibility for personal or other belongings left in the public access areas. The library does not assign space to individuals for extended study. If an individual must leave the library for a short period and wishes to leave personal belongings at the circulation desk, they may do so. However, the library takes no responsibility for loss or damage.

D. Staff Work and Service Spaces

These areas are designated for administrative and service functions and their use is under the direct supervision of the personnel assigned to them. Except for service areas, they are not normally made available for public use.

E. Equipment

Although library users are encouraged to contact library personnel for assistance and advice on library related matters, staff desks, telephones and computers are for the conduct of official library business only.

F. Closing

No one is permitted to use library facilities after closing. Under special circumstances this policy may be waived for faculty or University staff having offices in the building or essential need to use one or more parts of the library.

Approval History:

	Date
President	02/10/11