

Room Use policy:

The Libraries have first priority on the use of all Libraries' space. Meetings scheduled and attended by a member of the Libraries staff will be regarded as a library meeting. Once a room is scheduled for a non-library group we will make every effort to avoid making any changes.

Partners located in the building may request the use of one of the rooms by contacting the Dean's Office at 844-1714 and will be able to use a room on first come first serve basis if it is not scheduled for a library meeting as outlined above.

All requests from outside the Libraries will be treated as exceptions to the policy and must be approved by the Dean or the Associate or Assistant Dean on a case-by-case basis.

- **Second Floor Conference Room & Dean's Conference Room:**

The Libraries have first priority on the use of this space. Building partners may schedule this room by contacting the Dean's Office at 844-1714. The Libraries cannot provide cleaning or technical support for building partners so the partners should arrange to leave the room in the same condition in which they found it prior to their meeting. Partners should also arrange on their own any technical support they made need.

- **Newspaper Room:**

This room is not available for any meetings. Exceptions can only be made by the Dean, the Associate Dean or the Assistant Dean and will be rarely granted and made on case- by-case basis.

- **Instruction Rooms:**

During the fall, winter and summer terms the instruction rooms are reserved for library instructional sessions and scheduled by the Instruction Coordinator. Any exceptions will be rarely granted and made by the Associate Dean for Public Services in consultation with the Instruction Coordinator. During breaks, library partners may request use of the rooms by sending a request to the Associate Dean for Public Services. In general, it is expected the rooms will only be used for training that is enhanced by offering it in the instructional space.

- **Auditorium:**

Except for occasional meetings scheduled by building partners approved by Dean or the Associate Dean the auditorium can only be scheduled for library events or those for which the Libraries are advertised partners. Any exceptions will be made by the Dean.

- **For all spaces and all users:**

The Libraries will make every effort to be of assistance but cannot be responsible for providing assistance with A/V or room set up. In all cases, rooms should be returned to the condition they were in before the event.