LENOR-RHYNE UNIVERSITY

Title
Rudisill Library Meeting and Study Spaces Reservation Policy

Division/Department
Lenoir-Rhyne University Libraries, Rudisill Library

Related Policy(ies)
Appropriate Behavior Policy
The Cub, Section 2: Campus Life and Services

Purpose
To establish guidelines for use of rooms within Rudisill Library

Policy
Rudisill Library has several public rooms on its first floor which are available for use by the L-R community (faculty, students, and staff). When not otherwise reserved, L-R students may use these rooms without reservation for study purposes and other appropriate uses.

Rudisill Library may reserve these rooms for the L-R community for specific purposes, following the policies herein. Priority is given first to Library staff members, then to classes/class presentations for occasional use, and finally to campus committees and groups.

None of these rooms can be used as a designated classroom or reserved by the general public.

NOTE: Those wishing to use any of the rooms or spaces in the Learning Commons (Computer Labs Rooms 203 and 210, or Rooms 209 and 224) must contact Carla Fowler, Director of the Learning Commons. Only the Learning Commons staff can reserve those rooms.

Scheduling Facilities
To schedule these rooms, contact Mr. Greg Callahan, 828-328-7236 or greg.callahan@lr.edu.

General Information

- None of the first floor rooms is sound-proof, so are not suited for confidential meetings, or meetings/events that will feature loud conversations, music, or other noise.
- Rudisill Library staff does not do any set-up for or provide furniture, technology, or equipment. Meeting organizers are responsible for setting up the rooms and returning them to their original condition at the conclusion of the event.
- Rooms normally cannot be reserved for times when the library building will be closed. Meeting times should allow sufficient time for setting up for the event, having the event, and for take-down/clean-up within the hours the library building is open.
- Users wishing to use rooms at times when the library is closed must:
  - Obtain permission from the Dean of University Library Services.
  - Pay for a Library Student Assistant to open the library building and monitor the entrance during the time of the event, because the Fire Marshall requires that the building's front doors remain unlocked during building use hours.
- Rooms cannot be reserved during exam periods, beginning with Reading Day and ending after the last exam period.
- Rooms cannot be reserved for University holidays or break days.
- The expected attendance cannot exceed the maximum occupancy as regulated by the Fire Marshall.
Food and Beverages Guidelines
- No alcoholic beverages are allowed on the Library premises, and no attendee is allowed to bring in his/her own beverage.
- Food items and non-alcoholic beverages are permitted in these rooms in conformance with the Library’s Food and Drink Policy. However, electronic food preparation devices (coffee pots, microwaves, hot-pots, etc.) are not.
- Meeting attendees must appropriately dispose of trash items, clean up the room, and restore the facility to its original condition.
- If any spills, damage, or the like does occur, the meeting organizer must notify a Library staff member to ensure appropriate cleaning action can be taken.

Rudisill Library Available Meeting Rooms
NOTES: All rooms have mobile whiteboards; markers can be checked out at the Circulation Desk.
Use of the rooms’ equipment only by permission of the Dean of University Library Services.
The listed capacity is as accurate as possible. Room configurations are subject to change.

<table>
<thead>
<tr>
<th>Room, Location</th>
<th>Capacity</th>
<th>Configuration</th>
<th>Equipment</th>
<th>Available when Not Reserved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Classroom Library 101 Main Floor, East Wing</td>
<td>24</td>
<td>Changeable. 12 narrow tables, 24 chairs</td>
<td>Mobile whiteboard, Wireless access, Smart Board, Computer, Wireless mouse, keyboard</td>
<td>Y</td>
</tr>
<tr>
<td>Seminar Room Library 115 Main Floor, West Wing</td>
<td>32</td>
<td>Changeable. 8 narrow tables, 35 chairs</td>
<td>Wireless access, 65-inch monitor, Computer hard-drive, Wireless mouse, keyboard</td>
<td>Y</td>
</tr>
<tr>
<td>Colloquium Room Library 127 Main Floor, West Wing</td>
<td>49</td>
<td>Changeable. 10 large tables, 40 chairs, 2 loveseats, 2 chairs</td>
<td>Mobile whiteboard, Wireless access, Projector on cart, screen Podium</td>
<td>Y</td>
</tr>
</tbody>
</table>

NOTE: This room is not available for reservation until after mid-terms each semester.

Procedure Required to Implement Policy
As outlined in the Policy section

Name and Title of Policy Author
Rita Dursi Johnson, Dean of University Library Services

Listing of Affected Individuals (as needed)

Reviewed by/Concurrence from
Larry M. Hall, University Provost
### Signature of the Individual(s) Approving the Policy

<table>
<thead>
<tr>
<th>Approved By (signature)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved By (signature)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Developed/Revised or Reviewed

February 2013 / August 2013 / January 2016