

THRIFT LIBRARY FACILITIES USE POLICIES

Updated 3/12/07

Scheduling Orientations in the Library

Library Orientations should be scheduled well in advance (72 hours or more) to ensure staff and facilities will be available.

Any exceptions must be made by the Vice President of Academic Affairs and the Director of the Library.

Contact: Kent Millwood (2049) kmillwood@andersonuniversity.edu

Scheduling Events in the Library

The Thrift Library is not available for club meetings, student events, receptions, or recurring weekly or monthly events - with the exception of faculty and staff committee meetings.

Acceptable events include Banquets in the Vandiver Gallery, Seminars of significant size and technological requirements to justify use of the new facilities over existing campus facilities, and Meetings of above normal significance, such as Trustees Meetings.

Any exceptions must be made by the Vice President of Academic Affairs and the Director of the Library.

Special Rooms

The following rooms/areas may be scheduled through Meeting Room Manager via Gary Patterson (622-6005) gpatterson@andersonuniversity.edu

- Bunton Computer Lab – 37 computers with video projector.
- Chapman Multimedia Center – 110 seats with video projector.
- Chapman Conference Room * – Seating for 10. Also used to support adjacent Multimedia Center.
- Pracht Seminar Room – 30 seat classroom with video projector.
- Stovall Conference Room – 12 seat room with internet and phone access.
- Vandiver Gallery * – Banquet and reception facilities for up to 64.

Computer usage

Reference – One half hour limit when others are waiting.

Computer Lab - One hour when others are waiting.

Curriculum Lab – One hour limit when others are waiting.

Café – One half hour limit when others are waiting.

NOTE: All limits are enforced by the Honor System. Abuse of time limits will result in the imposition of software-imposed mandatory limits.

Food and Drink – Bottled water only in the Library except where noted with an *.

Noise

Main floor – Normal voice.

Second floor – This floor of the library is designated the “quiet floor”. Students are asked to maintain an atmosphere conducive to study.

Café – Normal voice.

Study Room Policies

The Thrift Library has:

Two 8-Seat Group Study Rooms - Upstairs

Five 6-Seat Group Study Rooms - Upstairs

Two 6-Seat Group Study Rooms – Downstairs

NOTE: The 12-seat Stovall Conference Room is not a Study Room.

NOTE: Study rooms are for study groups, not for meetings!

Rooms with 6 seats are left unlocked and are available on a first come, first serve basis.

Limitations:

- No reservations. First come, first serve
- 3 hour maximum with no renewal when others are waiting. The time limit is enforced on the Honor System.
- There is no minimum number of users for these rooms.
- Bottled water only!
- Noise must be kept to a minimum so as not to disturb others. Rooms are not soundproof!

Rooms with 8 seats are left unlocked and are available on a first come, first serve basis unless they have been reserved. (See Reserve Procedure)

Limitations:

- 3 hour maximum with no renewal when others are waiting.
- Reservations accepted for “groups” only. A group is four persons or more.
- Bottled water only!
- Noise must be kept to a minimum so as not to disturb others. Rooms are not soundproof!

The 12 Seat Stovall Conference Room is available only through Facilities.

Reserve Procedure –

- Students may reserve the two 8-Seat rooms in advance through the library at 2050 or library@andersonuniversity.edu .
- The library indicates the reservation by placing a Reserve Sign in the window.
- Other students may still use the reserved room up to the time the reservation holders arrive.

ADDITIONAL INFORMATION

Anderson Independent Curriculum Laboratory

Description – Contains textbooks, 5 computers, audiovisual equipment, and supporting materials

Purpose – Support the development of lesson plans and the creation of educational presentations.

Who May Use – Open access to education majors. May be used for orientations on how to use the Curriculum Lab and the other educational resources.

Restrictions - Bottled water only!

Reservations - No reservations allowed.

Support - Library

Bunton Computer Laboratory MRM

Description – Contains 37 computers and a video projector.

May be reserved by Faculty / Staff

Primary purposes:

To provide library orientations

To be an open lab for student use.

Secondary purposes:

To serve as a teaching/training venue

Who May Use – Open access for individuals. Reserved access for library orientations.

Restrictions - Not to be used as a substitute classroom. No recurring events or classes. Bottled water only!

Reservations – Library Director and Facilities in concert through MRM.

Support – Technological support through IT.

Open / Close through Security.

Chapman Multimedia Center MRM

Description - Seminar seating for 110. Video Projector.

Purpose – Special events.

Who May Use - May be reserved by Faculty / Staff / Community.

Restrictions - Bottled water only! No recurring events.

Reservations – Facilities through MRM

Support – Technological support through IT.

Open / Close through Security.

Chapman Conference Room MRM

Description – 10 seats and table located adjacent to Chapman Multimedia Room.

Purpose – To support events in the Chapman Multimedia Room, and for single events when the Multimedia Room is not in use.

Who May Use – May be reserved by Faculty / Staff / Community.

Restrictions – Not to be used for routine meetings. No student groups. Food and drink allowed when catered by Aramark.

Reservations – Facilities through MRM.

Support - Open / Close through Security.

Food / Drink through Aramark.

Tables / Chairs / Podium setup and takedown through Facilities.

Pracht Seminar Room (adjacent to Curriculum Lab) **MRM**

Description – Classroom equipped with video projector and 20 movable 2-seat tables.

Purpose - Used for presentations, training events, and special one-time classes that would require the room's technology.

Who May Use – Outside Groups, Library Orientations, and Training Seminars

Restrictions - No clubs, recurring events or meetings. Bottled water only!

Reservations – Library Director and Facilities in concert through MRM.

Support – Technological support through IT.

Open / Close through Library.

Stovall Conference Room (between two 8-seat study rooms upstairs) **MRM**

Description – Not a study room. 12-seat room. Includes computer and phone jacks. A conference phone is available through Kevin Selman (2069) for Search Committees and others who need a place to make conference calls.

Note: All of the study rooms can also be used for conference calls.

Purpose – Committee meetings, one time events, large study groups.

Who May Use - Open access for study purposes! No clubs.

May be reserved by Faculty / Staff / Students / Community through either Facilities or Library using MRM.

Restrictions - Bottled water only! No clubs or student groups other than study groups.

Reservations - Facilities through MRM.

Support – Technological support through IT.

Open / Close through Library.

Vandiver Gallery – **MRM**

Description – **Open room with**

Purpose – For hosting gallery exhibits, and university related banquets, breakfasts and luncheons

Who May Use – Faculty / Staff, but not the community, unless a university approved group.

Restrictions – Bottled water only, except during banquets and authorized receptions. No clubs. “Authorized” retirement receptions OK. No wedding receptions or employee's showers.

Reservations - Facilities through MRM.

Support – Technological support through IT.

Open / Close through Library.

Food / Drink through Aramark.

Tables / Chairs / Podium setup and takedown through Facilities.

The following rooms and areas are not to be promoted for usage, but could be used on a very limited basis with special permission.

Burgess Lobby

Description – Open lobby adjacent to the Chapman Multimedia Center and Vandiver Gallery. Bathroom access.

Purpose – To support events in the Chapman Multimedia Center as a “spill over” area, a food/drink area, a registration area, etc.

Who May Use – Faculty / Staff / Community / Students

Restrictions – Food and drink allowed.

Reservations – Facilities through MRM, in coordination with the Art Department.

Support - Food /Drink through Aramark.

McClellion Café / Java City

Description – Café tables and booths for 40. Loud. Separate entrance. Adjacent patio.

Purpose - Food support and study area with extended hours beyond that of the library or cafeteria.

Who May Use – Open use. No reservations during normal operating hours. Exceptions made with permission of Aramark. Can be used outside of normal operating hours – for instance on holidays.

Restrictions - Food and drink allowed.

Reservations – Facilities through MRM.

Support - Food /Drink through Aramark.