

MARY AND JOHN GRAY LIBRARY MANUAL OF POLICIES AND PROCEDURES

I. POLICY: LIBRARY SPACE RESERVATION AND USE POLICY

Mary & John Gray Library provides multiple spaces to be utilized for instruction, events, and meetings, including the Lobby (1st floor), event space near Conference Room 623 (6th floor), classrooms (7th floor), and Conference Room (7th floor). All spaces must be reserved before use. Reservations must be scheduled with the responsible party, with availability determined based on order of priority.

Responsible Parties for Library Spaces

1. Library Administration (409-880-8118) schedules spaces on the 1st floor (Lobby), 6th floor event space (near Conference Room 623), and 7th floor (702, 717).
2. Office of Instruction and Assessment (409-880-2135) schedules space on the 7th floor (708A).

Order of Priority for Library Spaces

1. Library instruction and Research, Engagement, and Learning (R.E.L.) use
2. Mary & John Gray Library departments and other Mary & John Gray Library occupants
3. Other LU Departments and Groups
4. Student groups when noted

In general, library spaces may not be booked for regularly scheduled classroom courses or recurring meetings. Non-university Groups may not reserve library spaces.

More specific details about each space can be found below.

Lobby (1st floor) (Event Space) (Capacity 45)

- Use: Events
- Equipment: None provided, including tables and chairs
- The group using the space is responsible for coordinating and dismantling any set up and returning the space to its original configuration.
- Order of Priority:
 - Library Events
 - Other LU Departments and Groups Events
 - Available to Student Groups
- Scheduling:
 - Library Administration Office schedules
 - Library Administration Office notifies Circulation/Reserves department of scheduled groups.
 - All reservations must end 30 minutes prior to library closing.
 - Requests must be submitted at least 24-hours in advance
 - Appears in LibCal Library Calendar

Event Space Near Conference Room 623 (6th floor) (Instruction / Event Space) (Capacity 75)

- Use: Classes, Events, Non-instructional Meetings
- Equipment: Dry erase board, projector screen, excludes tables, chairs, projector
- The group using the space is responsible for coordinating and dismantling any set up and returning the space to its original configuration.

MARY AND JOHN GRAY LIBRARY MANUAL OF POLICIES AND PROCEDURES

- Requests must be submitted at least 24-hours in advance
- Appears in Microsoft Outlook and LibCal Library Calendars

Library Room 717

(Conference Room)

(Capacity 15)

- Use: Non-instructional Meetings
- Equipment: Conference table, Dry erase board, one projector and screen, Wi-Fi
- Order of Priority:
 - Library Non-instructional Meetings
 - LU Executive Meetings
 - Faculty and Staff Non-instructional Meetings
 - Unavailable to Student Groups
- Scheduling:
 - Library Administration Office schedules
 - Library Administration Office notifies Circulation/Reserves department of scheduled groups.
 - All reservations must end 30 minutes prior to library closing.
 - Requests must be submitted at least 24-hours in advance
 - Appears in LibCal Library Calendar

II. PURPOSE AND SCOPE

1. To schedule library spaces accordingly to the standards of each space
2. To clarify parties responsible for scheduling spaces

III. DEFINITIONS

- A. **LibCal Library Calendar:** Calendar in LibApps (Springshare) that designated employees use to reserve spaces; calendar accessible via Library website
- B. **Librarian-led Instruction:** Class session which librarian leads
- C. **Microsoft Outlook:** Software with calendar section in which designated employee reserves spaces; calendar accessible internally, but not via Library website
- D. **Non-instructional Meetings:** Meetings that are not course-based (e.g., webinars, faculty and staff meetings, dissertations)
- E. **Non-university Groups:** Any group outside the Lamar University campus
- F. **Student Groups:** On-campus groups recognized by Lamar University (e.g., Student Government Association (SGA), sororities, fraternities, official student organizations)

**MARY AND JOHN GRAY LIBRARY MANUAL
OF POLICIES AND PROCEDURES**

IV. POLICY ROLES AND RESPONSIBILITIES

A. The following units are responsible for scheduling the library rooms:

1. The Library Administration Office schedules spaces on the 1st floor (Lobby), event space on the 6th floor (near 623), and 7th floor (702, 717) at 409-880-8118.
2. The Office of Instruction and Assessment schedules space on the 7th floor (708A) at 409-880-2135 and [Library Instruction Request Form](#).

V. PROCEDURES

A. The policy must be reviewed by the Dean’s Administrative Group and approved by the Dean.

VI. ADDITIONAL SECTION(S)

No additional sections needed.

VII. REFERENCES

A. No references needed.

VIII. REVIEW AND RESPONSIBILITY

- A. Responsible Parties: Library Administration Office, Office of Instruction and Assessment, and Research, Engagement, and Learning (R.E.L.) Departments; Reviewed by Dean’s Administrative Group
- B. Review Schedule: Every 2 year(s) on or before September 1.

IX. APPROVAL

<u>/signed/</u>	<u>05/31/2023</u>
SIGNATURE	DATE
<u>Michael Saar</u>	<u>Interim Dean of Mary and John Gray Library</u>
PRINT NAME	TITLE

**MARY AND JOHN GRAY LIBRARY MANUAL
OF POLICIES AND PROCEDURES
REVISION LOG**

REVISION NUMBER	DATE	DESCRIPTION OF ALL CHANGES
1	02/01/2015	Initial version created.
	02/27/2015	Initial version approved by the Library Management Committee.
2	08/14/2017	Policy was revised to only classroom scheduling.
3	09/24/2020	The following changes were made: bullet points were rearranged for consistency purposes, library room 717 was added, and a few statements were added or shortened.
	10/13/2020	Policy was approved by the Dean.
4	5/17/2023	The following changes were made: revised policy to include spaces on 1 st and 6 th floors, added capacity for 1 st and 6 th floors, specified only 1 st floor available to student groups, added and reorganized statements in policy as needed, added and reorganized descriptions of spaces as needed, removed 'reservation' from definitions because self-evident, added statements regarding responsibility for set up & clean up, revised statements regarding equipment, removed Emergencies section

APPENDICES

No appendices needed.