

ARTHUR LAKES LIBRARY FACILITIES USE POLICY

The Arthur Lakes Library's meeting areas are designed primarily to meet the operational needs of the Library and may be reserved by CSM faculty, staff, and students. Priorities for use of these areas are:

1. Library-sponsored programs
2. CSM educational and administrative activities
3. Other CSM-related activities

Rooms, Furnishings, Equipment

Meeting areas include:

- The Boettcher Room (normal capacity 8; extra seating capacity for up to 40 with special arrangements)
- The Conference Room, also known as the Fishbowl (maximum capacity 12)
- The Information Center for Ropeway Studies (maximum capacity 7)

Equipment available in the Boettcher Room includes:

- Instructions Manual
- DVD/VHS player
- Amplifier
- Speakers
- Projector and screen
- Microphone
- Wireless mouse/Laser pointer
- Cables for monitor, USB RF receiver, computer sound, microphone and RJ-45
- (*Note: A BlasterCard is required to checkout multimedia equipment for use in the Boettcher Room.*)

Equipment available in the Conference Room, also known as the Fishbowl

- Tables & Seating for 12
- White Board
- Screen
- Wireless campus network

Equipment available in the Information Center for Ropeway Studies

- Table & Seating for 6
- Public Access Computer

While Library staff are able to show you the basic use of our equipment, technical support is NOT available for malfunctioning computer, projector, audio, network, or other equipment.

Reservations for Meeting Space

The Library makes selected meeting facilities available at no charge to CSM faculty, staff and students. Bookings for general rooms will be accepted according to Library facilities policies. The client is responsible for any policy violations.

The client (for themselves or on behalf of a group) must submit a room reservation request via our web form (mines.edu/library -> Services -> Reserve a Meeting Room) no later than 48 hours before the requested date/time of reservation. Requests should be made as far in advance as possible. Confirmation or denial of reservations will be made in writing by response to the web form.

The Library reserves the option to cancel reservations up to one week before the booking as needed for Library functions.

Library instruction will be given the highest priority.

The Library reserves the right to refuse bookings.

Reasons may include: a reasonable likelihood of disruption of Library services, personal injury, or damage to property; requestors with a record of violating Library or campus policies.

The Library will not book facilities for a group for the entire business day or for specific times over multiple days.

Exceptions to this may be made under exceptional circumstances at the discretion of the Director of the Library.

A schedule of room bookings will be maintained.

Bookings are currently maintained on a Trailhead calendar, called Library Space, accessible to Library staff.

Policies

All meeting participants must follow Library facilities policies. The client and/or their campus department is responsible for replacement or repair for damage to Library property. You may request a walk-through with a Library staff person to check for damages.

Meeting areas are for use only during scheduled Library hours of operation. Areas designated as "public" must remain accessible to Library patrons and staff at all times, although efforts will be made by the Library staff to minimize interruptions. Reservation times include setup and tear down times. The room will be released for use by others if not occupied within the first 10 minutes of the scheduled start time. All participants, their equipment and belongings must be removed from the room at the end of the reserved time. You must notify the Front Desk when you are ready to leave.

Signs

You are responsible for any signage associated with your meeting.

Boettcher Room: An easel that says, "Area Reserved For" with an 8 1/2" x 11" pocket (landscape orientation) is permanently stationed just outside the Boettcher Room for your use.

Fish Bowl: An 8 1/2" x 11" pocket (portrait orientation) is permanently adhered to the window next to the door for your use.

Ropeway Center: Signs may be taped to the window of the door. All signs and tape **must** be removed at the end of your reservation.

If additional signage is desired, it must be approved in advance with the Library Director's Office no later than 24 hours before the reservation date.

You must use non-permanent materials (painter's tape, post-it paper) to affix materials to walls or furnishings. All such materials must be removed from the room at the end of the reserved time.

Furniture & Equipment

Library rooms come with specific furnishings and equipment. The room must be restored to its original state (furniture replaced, etc.) by the end of your reservation.

The following must be arranged at least 24 hours in advance and requested when you submit the reservation request form.

- Requests for additional furnishings or equipment from the Library.
- Bringing outside furnishings or equipment of your own.
- Changes from policy in the room set-up or restoration after the event.

The Library cannot store outside equipment, materials, and personal belongings. We do not provide free photocopying, fax or telephone use, extension cords, office supplies, personal assistance, or other "office support" type services.

Food and Beverages

Food and beverage service arranged by you, including catering by Aramark, must be approved in advance by the Library Director's Office and must be requested when the reservation is requested.

The Library does not provide food or beverage preparation areas, serving or cleaning supplies, or storage. Only prepared food (pre-made or pre-cut items) is allowed. Bring your own resources (table coverings, cups, plates, ice, large containers for chilling

beverages, etc.) and cleaning supplies (paper towels, napkins, etc.). If food or beverages are served, table coverings **must** be used. The Library will supply a large trash can.

The Library has a coffee cart, Book & Brew, on site for self-service. The client is responsible for cleaning up spills or mess from food and beverages. Event activities that “spill out” into other areas of the Library are prohibited. These include participants’ break-out sessions, informal discussions in hallways, bringing food into other areas of the Library, etc.

Failure to abide by the Library Facilities Use Policy may result in cancellation of an ongoing booking, termination of any other existing reservations, and/or loss of any future reservation privileges.

The following are NOT allowed

- Sales of goods or services on library property, with the exception of programs sponsored by the Arthur Lakes Library.
- Advertising, promotion or solicitation not already approved by Student Life or the Library.
- Activities that significantly disrupt the business of the Library, including noise, blocking off public areas, etc.
- Tampering with building facilities’ settings such as windows or thermostats. If you have a complaint about the environment, contact the Library Front Desk.
- Removing Library furnishings and equipment from other areas of the Library for your use.
- Food or served beverages—unless previously arranged (see previous page).

Faculty Study Rooms

Assignments for all faculty study rooms will be renewed or revised no later than August 31st of each year. Requests must be received by the Director of the Library no later than August 25th. Preference will be given to faculty members who are completing a project which requires extensive use of Library resources. The Director of the Library reserves the right to change the assignment of any faculty study room based on priority of needs. Unused faculty study rooms may, at the discretion of the Director, be used for other purposes.