

Subject: *Use of Library Non-Public Spaces*

Functional Area: *Library Administration*

Date of Origin: 2014-03-03 **Date Last Reviewed:** 2014-03-11

I. INTRODUCTION (Purpose and Intent)

The Nelson Poynter Memorial Library is an 81,000 square foot ADA-compliant building located on Bayboro Harbor. Opened in 1996, the facility has been well maintained with recent upgrades to carpeting, technical infrastructure, and furnishings, all adding to its utility and attractiveness. The expansive first floor lobby and atrium's stunning artwork designed by USF alumnus Robert Calvo features three sculptures representing the great libraries of Alexandria, Nineveh, and Pergamum. Because the Library is located on Bayboro Harbor, beautiful views abound. It boasts many rooms and spaces that attract the interest of the USFSP community and beyond.

The building was designed and has been maintained in order to facilitate and enhance the Library's primary mission to serve the students, faculty and staff of the University of South Florida St. Petersburg (USFSP), as well as the entire USF System. As an academic unit of USFSP, the Poynter Library also provides support for USFSP's partnerships with the other institutions in the USF System and beyond, as well as its efforts to engage with and develop stronger relationships with the community at large.

II. STATEMENT OF POLICY

While the use of the Library's public and private spaces is weighted in favor of our primary mandate, we also strive to accommodate as many of USFSP's partners' needs as possible. Detailed guidelines for the use of the Library's public spaces may be found in the Library Guidelines collection at: <http://dspace.nelson.usf.edu/xmlui/handle/10806/794>

The Library has several non-public spaces that are designed to facilitate the work and promote the mission of the institution and the Library. These spaces may be booked, with the Library Dean's approval, for use by the USFSP community for meetings or promotional events.

III. REQUESTS TO USE NON-PUBLIC LIBRARY SPACE

- A. Organizers of events must receive permission for their events from the Library Dean or the Dean's designate. Requests must be in writing, either through email or through online forms.
- B. Requests to use specific non-public areas of the library will be subject to whatever additional conditions have been determined to be necessary for that space.

IV. EXPECTATIONS FOR USING NON-PUBLIC LIBRARY SPACE

- A. Noise should be kept to a reasonable level and may not include the playing of loud music, conducting amplified prize drawings, or anything that would be disruptive outside of the area approved for the event.
- B. Organizers and attendees must follow fire and other safety regulations and must keep entrances and exits into the area unobstructed and may not have any lighted or flammable materials (with the exception of approved catering equipment.)
- C. Food and drink must be approved before it is brought in and organizers are responsible for cleaning up after their events. Arrangements with caterers are the responsibility of event organizers.
- D. Event organizers or caterers may not have access to the building prior to or after normal hours of operation, unless special arrangements have been made.
- E. Event organizers may request to use the Library's 20 stackable chairs for their event. Additional chairs and tables must be secured through Reservation Services. If the Library's chairs are used, Library staff will bring them out for use but will not set them up. Setting up special events is the sole responsibility of event organizers.
- F. Event organizers are welcome to use existing equipment and furnishings that are in the spaces they have been approved to use.
- G. Event organizers may request the use of a microphone or podium from the Library's equipment. All other special equipment will need to be provided for or arranged by event organizers.
- H. Event organizers must make arrangements within their group or with Reservation Services for setting up and restoring the space to its original configuration in a timely manner after the event. Library staff are not available to assist with setting up for an event or cleaning up after an event is done, unless special arrangements have been made in advance. Event organizers who fail to restore the space to its original configuration may be denied future use of library space.
- I. In general, one or more Library staff members must be present in the building while an event is underway and access will not be granted to public areas for times when the building is not open. Exceptions may be made for events of high importance to the institution if event organizers have made appropriate arrangements for security.

V. CRITERIA USED TO EVALUATE REQUESTS

It is the prerogative of the Library Dean or the Dean's designate to deny any request. The criteria for evaluating a request include:

- A. Is the event important to the goals of USFSP?
- B. Is the Library a co-sponsor of the event?
- C. Is the event organizer affiliated with USFSP?
- D. Is the event directed at or open to USFSP students?
- E. Is the event planned for a time when classes are in session or during exam periods, or is it planned for a break period or a time between semesters?
- F. Is the event (and setup for it) planned for a time that would interfere with the normal functioning of the library and disrupt the work of the students, faculty, and staff using the Library?
- G. Will setup for the event require Library staff to reconfigure technology or otherwise assist with the setup and cleanup?
- H. Is the event of long or short duration?
- I. Are the event organizers prepared to reimburse the Library for staff expenses related to the event or damages to or loss of equipment and facilities?
- J. Is the event of such importance to the long-range goals of USFSP that short-term disruption to student work and normal Library service is determined to be worth the short-term inconvenience?

- K. Will the event organizers provide an opportunity for the Library to promote its services as part of the event, if such promotion is appropriate?

VI. DEFINED AREAS AND SPECIAL CONDITIONS FOR THEIR USE

Most non-public areas of the library are not available for use by non-library personnel. If use of a non-public space is approved by the Library Dean or the Dean's designate, all general conditions already outlined above apply to these spaces, in addition to additional requirements outlined below.

A. Dean's Conference Room

The Dean's Conference Room (Poynter 319) adjoins the Dean's Suite (Poynter 314) and the Dean's Office (Poynter 318). The conference room was designed to provide essential meeting space for the Dean and other Library staff. The Conference Room has four doorways (normally kept closed and locked): a doorway onto the Library Terrace, a doorway to Special Collections and Archives, a doorway to the Dean's Office, and a doorway to the Dean's Suite. ***Because the Dean's Office and the Conference Room share a doorway, loud conversations in the Conference Room disrupt the work of the Dean. The Library's administrative staff have offices in the Dean's Suite and may also be disturbed by loud conversations or frequent comings and goings in the Conference Room.*** When not in use by the Dean or Library staff, the Dean's Conference Room may be booked by members of the USFSP community, with the permission of the Dean, through the Dean's Office.

B. The Library Terrace

Located on the third floor, the Library Terrace is an open-air venue that overlooks beautiful Bayboro Harbor. It can be entered by authorized University staff through the Dean's Conference Room, the Library Staff Lounge, an emergency exit door on the third floor, and the Library stairwell. It is a beautiful space when the weather cooperates but is an uncertain space for events when it is hot, windy, or raining. ***In the event of inclement weather, the Library's public spaces or other non-public spaces may not be considered a backup space, unless authorized by the Dean in advance.*** It is the responsibility of event organizers to secure a secondary location outside of the library for their event in case of inclement weather.

Requests to use the Terrace may be booked through the Dean's Office. ***Because the windows of Dean's Office and that of the Dean's administrative staff look out onto the Terrace, noise and activity on the Terrace have an immediate impact on the ability of the Dean and the Dean's staff to conduct their work. For this reason, few non-library events are authorized for the Terrace.***

If an approved event is scheduled to take place wholly or in part outside of normal business hours of the University (8 a.m. to 5 p.m., Monday through Friday), event organizers are responsible for working directly with Facilities Services and Campus Police to secure access to the Terrace and arrange for special security. Non-university community members seeking to use the Library Terrace will be asked to make a \$500 contribution to the library, if their event is approved. At the discretion of the Library Dean, the contribution may be waived or the amount may be reduced. Willingness to pay the fee does not guarantee that a request to use the Terrace will be granted.

C. Library Staff Lounge

The Library Staff Lounge is for the use of Library staff taking breaks from work or eating a meal. It is accessible by the staff elevator, the Library Terrace (locked except when in use), the back stairwell (keyed access only), and a doorway off an interior public space (keyed access only). If an event for the Terrace has been approved and use of the Staff Lounge has been approved for preparation or staging by caterers, Library staff must continue to have access to the Lounge for their meals and breaks. Requests to use the Staff Lounge as a staging area for Terrace events may be booked through the Dean's Office.

D. Professor Harry J. Schaleman, Jr. Research Office

The Professor Harry J. Schaleman, Jr. Research Office has been designed to accommodate visiting scholars to the University of South Florida St. Petersburg. The room is filled with artifacts, resources and memorabilia from the extensive travels of Professor Schaleman (1928-1995), a popular professor of geography at USFSP who visited nearly 200 countries during his lifetime. Upon Professor Schaleman's death in 1995, an outpouring of donations from colleagues, friends, and former students made it possible to set aside this space for visiting scholars. The room contains a phone for making local calls. With proper authorization, visiting scholars will be able to access the Library's wireless network using their own laptops or mobile devices.

Access to the room is possible only during normal hours of operation for the Library. No visitor may enter the building or remain in the room before the library opens or after the library has closed for the day. Application to use the office must be made to the Library Dean in writing, along with a specified time frame and justification. For the request to be considered, visiting scholars must have the sponsorship of a college, academic department, or program of USFSP. When approval is granted, a key to the room is signed out to the visiting scholar by the Dean's administrative staff for the designated time period. Failure to return the key will result in charges to the sponsoring college, department, or program for rekeying the room.

Authorized by:

**Dean of Library
Library Leadership Team**