

LIBRARY PUBLIC MEETING ROOM POLICIES

During the fall and spring semester, the Library is open seven days a week for a total of 108 hours. Hours during the summer and during the intersessions change. The hours of operation are posted on the website. Holiday hours are also posted. Rooms within the library proper are scheduled only when the library is open. The Campus Police have access to the front doors of the Library and the Library Auditorium, but not to any other rooms within the library. At times, special arrangements can be made to have staff open the facilities early. These arrangements must be made well in advance with the Head of Public Services or Dean of Library Services.

Rooms Not Available Outside of Library Hours:

Room 230

Requests for Room 230 must be submitted to Leslie Todd, Information Librarian (829-3841). The room, which contains 25 computers, is available only during the library hours in effect on the date use is requested. The room is used primarily for Information Literacy and Technology Training. The room cannot be scheduled as a regularly scheduled classroom. The room must be vacated 15 minutes before closing time. Technical support of Room 230 is provided by the Help Desk (829-2721).

Special Collections Room 211

Requests for using this room must be submitted to Melissa Chavez, Library Administrative Assistant (829-3838). Library staff must be notified if food will be served. Media arrangements must be made through Media Services (829-3945).

Sterling International Conference Room 221

Requests for using this room must be submitted to Melissa Chavez, Library Administrative Assistant (829-3838). Library staff must be notified if food will be served. Media arrangements must be made through Media Services (829-3945).

Group Study Rooms

The Library Circulation Desk staff members are responsible for Group Study Room use and enforce the existing usage policy of 2-hour occupancy on a first come, first serve bases.

Rooms Available Outside of Library Operational Hours:

Library Auditorium

The Library Auditorium is scheduled by calling Diana Fonseca at 829-3959. Because Campus Police have keys to the Library's front doors and the door to the auditorium, the room is available for UIW-sponsored events at times when the Library may be closed. Arrangements must be made with Campus Police to open and close the facility. Reservations for the use of the auditorium must be made at least 24 hours ahead of the event to take place. Technical support of the Library Auditorium is provided by Media Services (829-3945).

Library Auditorium Availability Schedule

Monday – Thursday 8 a.m. – 11:45 p.m.

Friday – Saturday 8 a.m. to 10 p.m.

Sunday 8 a.m. to 11:45 p.m.

Campus Police

The Campus Police are responsible for securing the Library Auditorium (locking the door to the Auditorium and the main doors) when access is requested beyond the Library's hours of operation.

Technical Support in Library Auditorium

Technical support for operating the multimedia equipment installed in the Library Auditorium must be prearranged between the requestor and Media Services (829-3945).

Communicating

Information about events scheduled for the Library Auditorium and Room 230 is available in the WebEvents calendar system. All interested parties should consult it regularly and be prepared to unlock the rooms as needed.