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SUPERSEDED: Guidelines for the Use of Public and Non-Public Spaces in the Nelson Poynter Memorial Library

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This web page is maintained by:
[Berrie Watson](#).

Last updated: 10/23/09

Guidelines for the Use of Public and Non-Public Spaces in the Nelson Poynter Memorial Library

Approved October 9th, 2009

Overview

The Nelson Poynter Memorial Library's primary mission is to support the research, learning and teaching needs of the students and faculty of the University of South Florida St. Petersburg (USFSP) by providing access to information resources and classroom technologies; by assisting users in finding, evaluating and utilizing those resources and technologies effectively; and by using Library space creatively to enhance learning/teaching opportunities for USFSP. As an academic unit of USFSP, the Poynter Library's secondary mission is to support 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.

Because the Library is located on Bayboro Harbor, beautiful views abound. Because the Library has been well designed and maintained over the years, it boasts many rooms and spaces that attract the interest of the USFSP community and beyond.

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.



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Guidelines for the Use of Public and Non-Public Spaces in the Nelson Poynter Memorial Library

Public Spaces

The Library has numerous public spaces designed for individual and group use. These include:

- [Poynter's Corner](#) (contact [Dean's Office](#) for special events)
- [First floor lobby and atrium](#) (contact [Dean's Office](#) for special events)
- [Group study rooms](#) (contact [Circulation Desk](#) for access)
- [Assistive Technologies Room](#) (contact [Public Services Department](#) for access)
- [Distance-learning studio](#) (contact [Distance Learning](#) for reservations)
- [Instructional Media Center](#) (contact [Instructional Media Services](#) for reservations)
- [Library instruction classroom](#) (contact [Public Services Department](#) for reservations)
- [Special Collections Reading Room](#) (contact [Special Collections](#) for access)
- [Other public areas](#) (contact [Dean's Office](#) for special events)

Requests by USFSP or other groups to use the Library's public spaces for promotional or business events not directly related to the Library's primary mission will be reviewed by the Library Dean or her designated representatives. 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. The criteria used to evaluate requests for use of the Library's public spaces include:

- Is the event important to the goals of USFSP?
- Is the Library a co-sponsor of the event?
- Is the event organizer affiliated with USFSP?
- Is the event directed at or open to USFSP students?
- 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?
- Is the event (and setup for it) planned for a time that it would interfere with the normal functioning of the library and disrupt the work of the students and faculty using the Library?
- Will setup for the event require Library staff to reconfigure technology or otherwise assist with the setup and cleanup?
- Is the event of long or short duration?
- 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?
- 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?
- Will the event organizers provide an opportunity for the Library to promote its services as part of the event, if such promotion is appropriate?

NOTE: Use of the Library's public spaces must recognize that the space is still library space. Organizers and attendees of approved events must respect the students, their safety, and their need for quiet study space. 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. 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.) Food and drink must be approved before it is brought in and organizers are responsible for cleaning up after their events and making sure that the space is put back in order before they leave.

Poynter's Corner

Poynter's Corner is a student use presentation training area that is available for students to practice presentations and group projects. Located in the southwest corner of the first floor, this space boasts an incredible view and sophisticated technology. An oversized LCD flat panel TV provides a large screen for effective group presentations. Rolling, reconfigurable furniture allows users to redesign the room for maximum effect. Poynter's Corner also comes equipped with a large dry-erase board, making it perfect to practice any group student work. While not required, students may reserve this space through the Reference desk. Otherwise, use is on a first-come, first-served basis. The space may sometimes be

reserved for other non-Library or non-student events throughout the year by contacting the [Library Dean's Office](#) and securing the Dean's approval.

First Floor Lobby and Atrium

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. Embedded in the building's walls are the artist's sculpted bronze hands holding words representing the enduring values of scholarship: wisdom, courage, inspiration, justice, beauty, tolerance, diversity, and truth. The lobby is the only public entryway to the more than 300,000 items (*including books, periodicals, microforms, and archival materials*) that the library holds, as well as the computer labs, reserve materials, Instructional Media Center, and all other library services. The lobby adjoins the primary computer commons, the café-style seating for laptop use, and a variety of study spaces. Special exhibits (such as a recent exhibit presenting art books from the Dali Museum) are occasionally arranged for some of the space. Requests to use the lobby and atrium for special events and exhibits must be approved by the [Library Dean](#).

Group Study Rooms

Sixteen study rooms are available for use by USF students, faculty, and staff. The larger rooms in particular are intended for group work; a single occupant can be required to cede usage to a group if asked to do so by Library staff. Keys to the study rooms may be checked out at the circulation desk.

A current USF ID card must be presented at the time of checkout. Study room keys are checked out for three hours and may be renewed one time if no other patrons are waiting to use a room. The fine for overdue room keys is 25 cents per hour. The fee for a lost key is \$10.

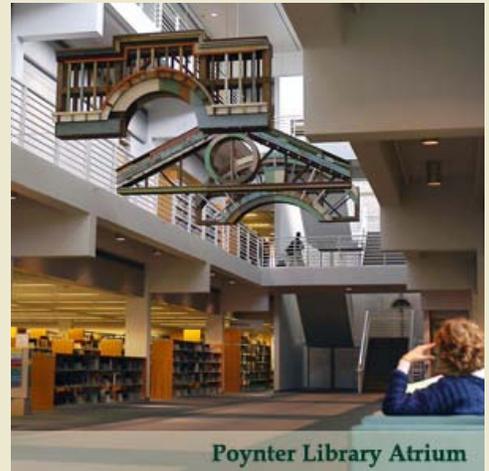
First floor study rooms contain large screen monitors which may be connected to a laptop computer to supply audio and video for group project work. Wireless access is available, according to the wireless accessibility maps located online at <http://www.nelson.usf.edu/systems/maps.html>. Reservations for special usage may be arranged through the [Circulation Desk](#).

Assistive Technologies Room

The library provides assistive technologies in a quiet study room setting for those with special visual needs. Located in room POY 137, a computer equipped with Windows Vista including Speech Recognition Software, as well as popular visual enhancement software such as ZoomText Ultra level Two, and Read & Write Gold. Two monitors are used in tandem to supply two differing adjustable screen resolutions for enhanced screen reading as well as text-to-speech services. A Telesensory Aladdin Classic video magnification unit is also provided. Students should work with [Student](#)



Poynter's Corner



Poynter Library Atrium



Library Group Study

[Disability Services](#) regarding training to use the equipment. Contact the [Public Services Department](#) for access to room 137. Use of the room is normally on a first-come, first-served basis but Student Disability Services may reserve the room under special circumstances at the reference desk. More information can be found on the [ADA Web page](#).



Assistive Technologies Room

Distance-learning Studio

The primary use of the 32 seat distance-learning studio is to provide video recording services as well as video conferencing services that directly support the teaching and research of USFSP. Services are provided to the requesting department when used by a faculty member in a regularly scheduled course, during actual class hours, as listed in the Registrar's Schedule of Classes.



Instructional Media Studio

Requests for use of the distance-learning studio are accepted by [Distance Learning](#) on a priority basis as follows:

- Scheduled credit classroom activities (E&G supported) and/or administrative services directly related to instruction.
- Scheduled classroom activities (grant or other non-E&G supported).
- Other educational programs (including grants and research programs).
- Administrative services not directly related to instruction.
- Student projects.
- University activities sponsored by University organizations.
- Governmental and non-profit agencies.
- Activities, involving University personnel or students, not directly part of the University program.

Instructional Media Center

The Poynter Library's Instructional Materials Center (IMC) was designed to house the library's Instructional Materials, Juvenile Easy to Read, Juvenile Fiction, and Juvenile Non Fiction, and educational games and kits collections, mostly used by College of Education students and faculty. The Center is also used by the many students who take various children's literature classes offered by USF. There are also 5 large and small group listening and viewing rooms available for all segments of the USFSP population and a faculty computer production room. Reserved requests for the IMC for any other groups or functions must be made to and approved by [Instructional Media Services](#).



Instructional Media Center

Library Instruction Classroom

The Library Instruction Classroom is located on the second floor of the Poynter Library, in room 218. Twenty six Dell desktop computers are available in the room, which has overhead projection and connects to a pay-for-print system. First priority in scheduling goes to library-related instruction; however, USF sponsored or attended training sessions, or non-recurring instruction sessions may be scheduled when the room is not in use by Library staff. The area is reserved by contacting [Tina Neville](#), Public Services, or [Berrie Watson](#), Library Systems & Digital Technology. Full listings of hardware and software can be found on the Poynter Library systems

page, at <http://www.nelson.usf.edu/systems/labresources.html>



Library Instruction Classroom

Non-USF sponsored use may incur a fee based on the status of the group and any systems needs. USF sponsored groups are considered those that are both **HOSTED and ATTENDED** by parties employed or funded directly by the University of South Florida. A Non-USF Sponsored group is any party not employed or funded directly by the University of South Florida. In accordance with USF and SUS policies and procedures, such groups will be charged for lab use whether **hosting a session or receiving instruction**, according to their profit or non-profit status. Any non-USF sponsored groups as described above, must contact the [Head of Systems & Digital Technology](#) to verify any software or hardware requirements beyond those outlined in the Software Inventory and Hardware Specifications, and also the [Public Services Department](#) for availability. Hardware or software installations may be performed based on the capacity of the machines, availability of staff, scope and time frame of the project, and may also be subject to fees.

Special Collections Reading Room

Special Collections and Archives serves as the repository for rare and unique research materials. The Reading Room is a public space available to researchers using the materials within Special Collections. The room can accommodate up to 25 people (standing room only) for class presentations, meetings, and events. Due to the presence of some materials on shelves in the Reading Room, all event requests must have the approval of the [Special Collections Librarian](#) or the [Library Dean](#). All Reading Room events that receive approval will require the presence of the Special Collections Librarian or a representative throughout the entire period of use (including setup and breakdown). Under no circumstances will the room be left unattended by the Librarian or designated staff. No food, drinks, or other materials that have the potential to stain or damage any books, library materials, or furniture will be permitted in the reading room.



Twain Collection, Special Collections & Archives

Other public areas

Occasionally the book stacks, study areas, or other public spaces are requested for public events, such as filming or short interviews. With the [Dean's](#) permission, such areas may be used for events of short duration if the expected disruption to students and other Library patrons or staff is minimal.



Bronze Wall Art, *Wisdom*

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Non-Public Spaces

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. These include:

- [The Dean's Conference Room](#)
- [The Library Terrace](#) (the Library's public spaces are not normally available as backup in case of rain)
- [The Library Staff Lounge](#) (only as a preparation area when the Terrace is being used)
- [Professor Harry J. Schaleman, Jr. Research Office](#)

Requests by USFSP groups to use the Library's non-public spaces for promotional or business events will be reviewed by the Library Dean. Criteria used by the Dean in evaluating a request include:

- Is the event important to the goals of USFSP?
- Is the Library a co-sponsor of the event?
- Is the event organizer affiliated with USFSP?
- Is the event a high-profile event that may also serve to promote the Library and its services?
- Will the event or meeting disrupt the work of the Dean or other Library staff (whose work areas adjoin some of the spaces)?
- Are Library staff needed to assist with setup/cleanup and ingress/egress for the event?
- Have the organizers arranged for security when the event takes place in whole or in part after the building is closed?
- Are the event organizers prepared to reimburse the Library for staff expenses related to the event or for damages to or loss of equipment and facilities?
- Will the Dean or other Library staff be expected to participate in the event in some fashion?
- Will the Dean or other Library staff be denied access to the area during the event?
- Is the meeting a business or a social event?
- Do the organizers need to have access to a staging or preparation area for caterers?
- Is the event of long or short duration?
- Have other options within USFSP been explored?

Dean's Conference Room

The Dean's Conference Room (Poynter 319) adjoins the Dean's Suite and the Dean's Office (Poynter 318). The 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 through the [Dean's Office](#).



Dean's Conference Room

The Library Terrace

The Library Terrace is an open-air venue that overlooks beautiful Bayboro Harbor. It can be entered through the Dean's Conference Room, the Library Staff Lounge, and the Library stairwell. ***In the event of inclement weather, the Library's public spaces may not be considered a backup. It is the responsibility of event organizers to secure a***

secondary location elsewhere within USFSP in case of inclement weather. Requests to use the Terrace may be booked through the [Dean's Office](#).

Event Organizers are responsible for hiring security for any authorized event that takes place outside of 8 a.m. to 5 p.m. Monday through Friday.

Non-university community members seeking to use the Library Terrace will be asked to make a \$300 contribution to the library. At the discretion of the Library Dean, the contribution may be waived or the amount may be reduced.



Poynter Library Terrace

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](#).



Poynter Library Staff Lounge

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 Dr. 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. Application to use the office should be made to the Library Dean.

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