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Use of Library Non-Public Spaces (March 2014, revised: April 2016) : NPML Guideline--006

Nelson Poynter Memorial Library.

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Subject: *Use of Library Non-Public Spaces*

Functional Area: *Library Administration*

Date of Origin: 2014-03-03 **Date Last Reviewed:** 2016-04-15

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 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 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 through the 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.
- 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. The request must be made at the time of the reservation—last minute requests cannot be accommodated. 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. Event organizers who fail to restore the space to its original configuration may be denied future use of library space.

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 submitted using the online space request form and are contingent on approval by the Dean or the Dean's designate. ***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.***

Requests to use the Staff Lounge as a staging area for Terrace events should be indicated in the request to use the Terrace.

Authorized by:
Dean of Library
Library Leadership Team