

**Temple University
University Libraries
MEETING ROOM GUIDELINES**

SCOPE:

Paley Library Rooms 137 and 309
Paley Library Room 021 "Lecture Hall"

SCHEDULING AUTHORITY AND PROCEDURE:

Use of Library meeting rooms is limited to library-related business except as authorized by the University Librarian or designee. The following guideline provides for prioritization in the event of competing requests that may override first-come, first-served principles of scheduling.

All meetings are scheduled online at: http://snowy.lib.temple.edu/new_cal/ by University Libraries' Administrative Offices staff noted as the primary contacts. Requests for room reservations are ordinarily required at least two weeks in advance of the requested date.

Room 137 (Administrative Conference Room)

Facility features:

- seating for 13 at conference table,
- 1 RJ45 ethernet jack
- 802.11b wireless

Priority order:

1. meetings called by University Librarian or designee
2. meetings of Advisory Groups to University Librarian
 - a. Administrative Council
 - b. Staff Council
 - c. Faculty Senate Library Committee
3. Technology Steering Committee
4. Search Committees
5. Academic Assembly of Librarians Promotion and Regular Appointment Committee, when confidential personnel files are to be in use.
6. Others, on an exception basis.

Room 309

Facility features:

- seating for 10 at conference table,
- 1 RJ45 ethernet jack

Priority order:

1. Departmental/Unit Meetings
2. Academic Assembly of Librarians committee meetings
3. University Libraries' Committees, ad-hoc working groups, etc.
4. Others as requested.

Room 021 (Lecture Hall)

Facility features:

- theater style seating for approximately 60,
- 1 RJ45 ethernet jack

Priority order:

1. Library Instruction sessions
2. full meetings and programs of the Academic Assembly of Librarians
3. Library staff training or presentations
4. Candidate presentations for library employment interviews
5. Libraries' general staff meetings
6. Library sponsored or co-sponsored lectures and exhibition events
7. Other Library events such as staff farewell or retirement gatherings.
8. The Temple academic community, in connection with University-sponsored events. Examples: Public lectures (not classes), student art shows, College or School collegial assembly meetings, meetings of the Faculty Senate, meetings of administrative offices, meetings of University bargaining units.
9. On rare occasions permission may be granted for use of the Lecture Hall by non-University groups authorized by the University (e.g., Red Cross Blood Drive).

Lecture Hall Set-up

The normal arrangement of the Hall is lecture style. A lectern and microphone are available. Requests for audiovisual and special furniture/seating arrangements must be made by the sponsoring department directly to the appropriate University unit (e.g., Instructional support Services or Facilities Management).

Charges

Use of the Lecture Hall is normally free of charge. However, if the Libraries incur extraordinary charges related to an event, the sponsoring unit will be required to pay those costs.

All rooms must be left after use in their original arrangement and in clean condition.

(Effective July 1, 1994)

Guidelines effective 9/30/97 (Lecture hall 07/01/94)

revised 07/01/03 for online reservations

Approved, ADC 12/03

References: TU Policy 04.34.01 "Use of University Facilities by External Groups"