Texas Woman's University

Library Policy Manual

Policy Name:	**Reference Training Room Usage (Denton)**
Last Library Review:	**December 2020**
Next Library Review:	**December 2021**

Purpose: To establish guidelines for using/reserving the Reference Training Room in the Blagg-Huey Library of Texas Woman's University. This policy covers only this space.

Note: *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.*

Definitions: For the purpose of this policy

Reference Training Room *– A medium-sized room with computers on tables, used primarily for library instruction and training (Room #103).*

Policy:

1. Priority usage is reserved for library instruction and training for the students, staff, and faculty of TWU.
2. Library staff training and staff meetings are given priority in using the room.
3. The room can also be used for general educational purposes and one-on-one training between a student and a staff member.
4. The room is only available when the Blagg-Huey Library is open.
5. Usage must be pre-arranged through the Manager of Library Events and External Relations (940-898-3731).
6. If the event is cancelled, notify the Manager of Library Events and External Relations as soon as possible.
7. Maximum room capacity is 34. There are 17 computers in the room plus a teacher station.
8. The event organizer has primary responsibility for the room, activities, food, equipment, and furnishings.
9. The room can be used for student study space when it is not in use.
10. Noise should be kept to a minimum so that library users are not disturbed while working.
11. The library is not responsible for any items left in the room.
12. The room must be returned to the condition it was in prior to the event/training.
13. Noncompliance in following these procedures will result in denied future use of the room.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 02-05-2019

REFERENCE TRAINING ROOM LAYOUT

Approved by Library Administrative Team 02-05-2019