Purpose: To establish guidelines for reserving Library rooms in the Blagg-Huey Library at Texas Woman’s University (TWU). This policy only represents the Blagg-Huey Library (Denton).

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

Definitions:

Joyce Thompson Lecture Hall (#101) – large room used for library instruction, training, and special events; see Joyce Thompson Lecture Hall Usage Policy at https://twu.edu/library/about-the-libraries/library-policies/.

Reference Training Room (#103) – library training room for small classes; see Reference Training Room Usage Policy at https://twu.edu/library/about-the-libraries/library-policies/.

Catherine Merchant Reading Room (#205A) – a small open research area located inside Special Collections; see Special Collections Room Usage Policy at https://twu.edu/library/about-the-libraries/library-policies/.

Special Collections Instruction Room (#207) – the area inside of Special Collections used for instruction, donor meetings, and programming; see Special Collections Room Usage Policy at https://twu.edu/library/about-the-libraries/library-policies/.

Conference Rooms (#308 and #322) – the two conference rooms on the 3rd floor used for small group meetings and group study; see Reserving Study Rooms Policy at https://twu.edu/library/about-the-libraries/library-policies/.

Library Administrative Conference Room (#208A) – the conference room for the Dean of Libraries and administrative staff;

Policy:

1. Priority for library meeting rooms is given to those who are participating in library instruction and training.

2. The Joyce Thompson Lecture Hall is reserved through the Manager of Library Events and External Relations (940-898-3731). It is not available during peak study periods (midterms and finals) and instruction times.

3. The Reference Training Room is reserved through the Manager of Library Events and External Relations (940-898-3731) and is mainly used for hands-on training, small class instruction, and demonstrations by the library staff.

4. The Catherine Merchant Reading Room is reserved through Special Collections (940-898-3743). It is a secured area available to researchers using Vault materials. The Reading Room is open to the TWU community and visitors when not in use and with a reservation.
5. The Special Collections Instruction Room is reserved through Special Collections (940-898-3743). It is used for instruction, programming, events, and for users who need access to Vault materials.

6. The Conference Rooms on the 3rd floor are reserved through the Library’s Access Services Department (940-898-3701). They are used as small group meeting rooms, presentation rooms, and large group study areas. The rooms are in the Quiet Zone of the Library so noise must be kept to a minimum.

7. The Library Administrative Conference Room is reserved through the Library Administrative Office (940-898-3746) and is used for internal library meetings and administrative purposes.

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