

Texas Woman's University

Library Policy Manual

Policy Name: Reserving Library Rooms for Events

Last Library Review: February 2023

Next Library Review: February 2024

Purpose: To establish guidelines for reserving Library rooms in the Texas Woman's University (TWU) Libraries.

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 (Denton) 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 (Denton) 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 (Denton); 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 (Denton) 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 (Denton) 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 (Denton) for the Dean of Libraries and administrative staff;

Dallas Center #6110 – conference room (Dallas) used for instruction, classroom space, meetings, and events;

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.

Texas Woman's University

Library Policy Manual

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.
8. The Libraries reserve the right to close rooms if needed.
9. Room #6110 at the Dallas Campus is reserved through the library's room booking software.
10. There are no event rooms in Houston that are used by the Library.

Review:

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

Texas Woman's University

Library Policy Manual