

## SILENT STUDY ROOM / LIBRARY EVENT SPACE USE POLICY

<b>Policy name:</b> Silent Study Room / Library Event Space Use Policy	<b>Overseen by:</b> Learning Resources Management Committee (LRMC)	<b>Effective date:</b> June 2023	<b>Related policies:</b>
<b>Category:</b> Space and Facilities	<b>Approved by:</b> LRMC	<b>Next review date:</b>	<b>Replaces:</b>

### **Purpose:**

This policy governs the use and scheduling procedures of the Silent Study Room / Library Event Space at the New Westminster campus.

### **Policy Statement:**

The Silent Study Room / Library Event Space is a dedicated space reserved for drop-in silent study by library users, primarily students.

This room may occasionally be used to host Learning Resources events and workshops as well as events organized by outside groups which have an academic focus, with approval of the Director or Associate Director, Learning Resources.

Events held in the Silent Study Room / Library Event space are booked through the Learning Resources Administrative Officer, New Westminster campus. This room is not on the College-wide room bookings matrix.

To manage use of this room and ensure it remains a space primarily available to students, every effort will be made to adhere to the following:

- Maximum one event to be hosted per day
- Maximum three events to be hosted per week
- Avoid hosting full day events (ideally no more than 3 hours)
- Use of the room is reserved for services, workshops or events involving students and/or wider-college community (i.e., public-facing activities)

### **Booking Process:**

Contact the LR Administrative Officer to request to book the space. Include the date, time and event description/purpose.

The LR Administrative Officer will review the date, time and event description/purpose. If the request does not meet the above criteria, the LR Administrative Officer may decline the booking and suggest an alternative space, or may seek approval from the Director or Associate Director, Learning Resources.

The LR Administrative Officer will ensure signage is posted on the door of the Silent Study Room / Library Event Space in advance of the booked event to provide notice to library users' that the room will be closed during the booking.

Learning Resources employees may contact the LR Administrative Officer to book spaces via Facilities, Room Bookings department for work-related meetings, interviews, employee training sessions, etc.