Library Policy #39: Addlestone Library Spaces Policy

1.0   Purpose
2.0   Scope and Responsibility
3.0   Library Spaces

1.0   Purpose

The purpose of the Addlestone Library Spaces Policy is to establish the guidelines for open access and reservable spaces in the library.

2.0   Scope and Responsibility

This policy applies to faculty, staff, students, guests, affiliated patrons, and unaffiliated patrons of the library. It is the responsibility of all library employees, including student employees, to report violations of this policy to the Access & Instruction Desk or to Public Safety.

3.0   Library Spaces

   3.1   All Spaces

      3.1.1   Technology available in library spaces is detailed in the Addlestone Library Technology Rooms Research Guide on the library's website.
      3.1.2   Leaving unattended items in an unscheduled space does not constitute fair use and others may use library spaces even if unattended items are left behind. At Public Safety's discretion, unattended items may be removed and brought to the Library's Lost & Found or to Public Safety.
      3.1.3   The library is not responsible for personal property left in any library space.
      3.1.4   All library spaces are subject to the Addlestone Library Code of Conduct.
      3.1.5   Patrons in violation of library policies may be asked to leave the library.

   3.2   Tables and Carrels

      3.2.1   Tables and carrels in the open areas of the library are available to all on a first come first served basis. Tables and carrels may not be reserved and are shared spaces. If there is an available seat, patrons are welcome to occupy it.
      3.2.2   Quiet conversation is permitted on the first floor only.
      3.2.3   Open areas on the second and third floors are designated for silent study. Patrons talking at the tables and carrels on the second and third floors will be asked to relocate.

3.3   Room 360

    3.3.1   Room 360 is designated primarily for students to use as open study space (no reservations required).
    3.3.2   Questions about this room may be directed to the library's administration office.

3.4   Special Collections and SC Historical Society Reading Room 340

    3.4.1   The Special Collections and SC Historical Society Reading Room is open to all unless otherwise posted. Operating hours are posted on the library's website.
    3.4.2   Due to the nature of the holdings, all reading room patrons are required to sign-in and register at the Special Collections service desk.
    3.4.3   All patrons are also required to acknowledge and abide by rules governing research in the Special Collections and SC Historical Society Reading Room outlined on the Special Collections website and posted in the reading room.
    3.4.4   Priority seating is given to patrons using Special Collections and SC Historical Society Archives holdings for research.

3.5   Graduate Study Room 326

    3.5.1   The Graduate Study Room is for use by students enrolled in a graduate level course at the College of Charleston or a course in a joint graduate program administered by the College of Charleston and one or more partner institutions only.
    3.5.2   The Graduate Study room is accessed via a keypad using a code.
    3.5.3   The Graduate School Office distributes the code to graduate students and works with the library to ensure that the room is used responsibly.
    3.5.4   Graduate students from other institutions who are not enrolled in a joint program do not have access to this room but may use the tables or carrels in the open areas of the library to study.

3.6   Room 311

    3.6.1   Room 311 is an open access silent study room.
    3.6.2   Patrons talking in this room will be asked to relocate.

3.7   Study Rooms

    3.7.1   Study Rooms are for the exclusive use of College of Charleston students working on College course related work.
    3.7.2   Study Rooms are available on a first come first served basis. However, users without reservations must leave when requested by a group with proof of a valid reservation, i.e., a confirmation email of the reservation.

3.7.3 Study Rooms may be reserved from the library's website using a valid g.cofc.edu email address.

3.7.4 Once a reservation is made, the student will receive an email to confirm the reservation. The student must confirm the reservation within 30 minutes of receiving the email to complete the reservation process.

3.7.5 Study rooms are not soundproof, and noise should not be heard outside the rooms.

3.7.6 Study Rooms may not be used for clubs, recreation, or meetings.

3.7.7 Chairs may not be removed from Study Rooms.

3.8 Room 236

3.8.1 Room 236 is designated for faculty research during weekdays and for student study during evenings and weekends.

3.8.2 Faculty and students may reserve this room from the library's website using a valid cofc.edu or g.cofc.edu email address.

3.9 Room 227

3.9.1 Room 227 is a lecture, teaching, and meeting space.

3.9.2 Questions about this room may be directed to the library's administration office.

3.10 Production Lounge 1st Floor

3.10.1 Production Lounge computers are available on a first come first served basis. However, users without reservations must leave when requested by an individual with proof of a valid reservation, i.e., a confirmation email of the reservation.

3.10.2 Once a reservation is made, the student will receive an email to confirm the reservation. The student must confirm the reservation within 30 minutes of receiving the email to complete the reservation process.

3.11 One Button Studio Room 136

3.11.1 The One Button Studio may be reserved on a first come first served basis.

3.11.2 Once a reservation is made, the student will receive an email to confirm the reservation. The student must confirm the reservation within 30 minutes of receiving the email to complete the reservation process.

3.11.3 The Access & Instruction Desk will admit students to the One Button Studio at the time of reservation.

3.12 Classrooms 120, 122, and 127

3.12.1 Classrooms are designated for librarian and archivist led instruction and are not reservable through the Registrar's Office.

3.12.2 Classrooms are available as student study space when not reserved for library instruction.

3.12.3 Faculty seeking library instruction for their students may contact the Instruction Coordinator or use the schedule instruction session form in the Faculty Services section of the library website.

3.12.4 Faculty seeking a computer classroom for non-library related instruction should submit a Faculty Classroom Request on the registrar's website.