



LOUISIANA STATE UNIVERSITY

LSU Libraries

Office of the Dean of Libraries

Library Policy Memorandum 5

Revision 3

Approved by Dean's Council 3/9/93

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Subject: Use of Hill Memorial Library Lecture Hall

Purpose: To establish policy and procedures for using Hill Memorial Library Lecture Hall

POLICY:

General. The lecture hall in Hill Memorial Library is intended for activities and functions that are related to or support the mission of the LSU Libraries. These include functions related to the internal affairs of the Libraries, such as meetings of Libraries committees and task forces, library instruction courses, and staff development workshops. They also include functions related to the Libraries' collections and programs, such as scholarly or professional presentations, symposia and seminars. Libraries facilities are not intended to supplement or compete with the meeting and banquet facilities available in the LSU Union, the Faculty Club, or the Division of Continuing Education (Pleasant Hall) or the Lod Cook Conference Center. The LSU Libraries has a separate policy (LPM 27) for the use of Middleton Library facilities.

Non-library functions and events. The Hill Memorial Library lecture hall is made available for the use of University units and groups, in accordance with the terms of PS-82, on a case-by-case basis for events deemed to be related to the Libraries' mission, its collections, or its programs. Library facilities are generally not made available to groups without a University affiliation except for events co-sponsored by the LSU Libraries. Requests from University units or groups to use the Hill Memorial Library lecture hall must be submitted in writing in advance to the Head of Special Collections. The Hill Memorial Library lecture hall can only be scheduled for events of less than 100 participants. Larger groups cannot be accommodated.

Classes. University classes other than library instruction classes are not scheduled for the Hill Memorial Library lecture hall. Courses which make intensive and prolonged use of Special Collections materials during actual classroom meetings may make arrangements to use the Hill Memorial Library lecture hall for specific class meetings when necessary. Such requests should be made in writing in advance to the Associate Dean of Libraries. Ordinarily, blanket scheduling for an entire semester will not be approved, but one request may include a number of dates during the course of the semester. Approval of these requests will depend on the scheduled class

time.

Food and Beverages. Food service is incompatible with Hill Memorial Library; it can cause damage to library materials, buildings and equipment, and it will attract insects and other pests that are harmful to library materials. Great care must be used in managing events in which food and beverages are served; extra efforts must be taken to ensure that the facility is thoroughly cleaned and any debris removed. Such events will therefore not normally be approved for the Hill Memorial Library lecture hall, except when those events are sponsored or co-sponsored by the LSU Libraries in support of its goals and programs. Exceptions for events sponsored by a University unit or group may be made only with advance written approval by the Associate Dean of Libraries. When such events are approved, the sponsoring unit or group will be responsible for all catering arrangements and clean-up, and will reimburse the Libraries for any damages or costs incurred as a result of the event. Catering on the LSU campus is governed by PS-60 and all catered events must adhere to that policy. Service of beverages other than coffee and soft drinks will be considered as food service and must be approved in advance. The sponsoring unit or group is responsible for compliance with State law and University regulations regarding alcoholic beverages.

Hours. Events may be scheduled for the Hill Memorial Library lecture hall only during the hours that Hill Memorial Library is open: Monday through Friday 9 AM to 5 PM, and Saturdays 9 AM to 1 PM. Attendees must exit the building by 5 PM on weekdays or 1 PM on Saturday. Only Libraries sponsored events may be scheduled for non-regular hours.

Security. The Libraries reserves the right to require the provision of additional security staff, including retaining the services of off-duty LSU Campus Police Officers, for events, involving large numbers of people, and/or posing special risks for Libraries collections or exhibitions. Any such arrangements will be made at the expense of the sponsoring unit or group.

Fees. When events sponsored by a University unit or group are approved for the Hill Memorial Library lecture hall, the sponsoring unit or group will reimburse the Libraries for any and all costs incurred for set-up, furniture or equipment, additional security, and cleanup, as required at the discretion of the Libraries.

PROCEDURES:

General. Faculty and staff of the LSU Libraries may use the Hill Memorial Library lecture hall for activities and functions related to the Libraries' mission, including such events as meetings of Libraries committees and task forces, library instruction courses, and staff development workshops, simply by scheduling the use of the lecture hall in advance with the Facilities Manager of Hill Memorial Library (phone 225-578-6548, fax 225-578-9425).

Request by University units or groups. Requests from all non-Libraries' units or groups for the use of the Hill Memorial Library lecture hall must be made in writing to the Associate Dean of Libraries, at least one week in advance of the proposed event. Prior to submitting a request it is advisable to check on the availability of the requested facility with the Facilities Manager (578-6551). The Facilities Manager may tentatively place the event on the calendar, subject to



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subsequent review and approval.

A form requesting the following information will be faxed to anyone asking to reserve the Hill Memorial Library lecture hall:

- the name of the unit or group sponsoring the activity;
- the times for which the lecture hall is requested within the hours of 9 AM to 5 PM Monday through Friday or 9 AM to 1 PM on Saturdays.
- the nature of the event or function for which the use of the lecture hall is requested, specifying the way in which the event in question is related to the collections or programs of the Libraries and giving the names, institutional affiliation, and presentation title/topic for all speakers;
- the kind of set-up requested (e.g. 100 chairs theater style);
- any audio-visual equipment required must be provided by the sponsoring group through LSU Center for Instructional Media Services (578-1135);
- any intention to serve beverages, stipulating the kind of beverages and the arrangements for catering and clean-up;
- any intention to request permission to serve food of any kind, stipulating the kind of food and the arrangements for catering and clean-up;
- any other special arrangements;

Approvals. The Hill Memorial Library Facilities Manager will notify the individual or group in writing of the disposition of the request. When requests are approved, it remains the responsibility of the sponsoring unit or group to work with the Facilities Manager to confirm scheduled use of the lecture hall, to make all necessary arrangements prior to the event, and to clean up the lecture hall after the event. Failure to comply with the above policies and procedures will result in rejection of subsequent requests to use the Hill Memorial Library lecture hall.

Fees. When events sponsored by a University unit or group are approved for the Hill Memorial

Library lecture hall, the sponsoring unit or group will reimburse the Libraries for any and all costs incurred for set-up, furniture and equipment, additional security, and cleanup, as required at the discretion of the Libraries. When such costs are incurred, the Head of Libraries will inform the sponsoring unit or group. These fees may be paid through Interdepartmental Transfer (IT). Failure to pay such fees will result in rejection of subsequent requests to use the Hill Memorial Library lecture hall.

Questions regarding this policy should be directed to the Head of Libraries, Hill Memorial Library, LSU Libraries, Louisiana State University, Baton Rouge, LA 70803; (225) 578-2217.