A. Frank Smith, Jr. Library Center (Hereafter referred to as Smith Library Center)

Facility Usage Policy
Date Effective: August 1, 2015

Facility Overview: The Smith Library is the Information Services center for the campus. The building houses research materials, computer labs, study areas, instructional spaces, special collections, small conference rooms, offices and a coffee bar.

Scheduling Contact: Facility Coordinator, 863-1637

Scheduling Priorities

Priorities for facility use are as follows:

- 1. Student use
- 2. Academic purposes
- 3. University events

See General Facilities Use Policy for regulations applicable to ALL University facilities.

Regulations Specific for Use of the Smith Library Center

- 1. Attendees not associated with Southwestern University
 Smith Library Center policy requires that all non-university persons entering the library must register at the InfoDesk. Organizers of events with more than six non-university participants must provide an individual to register and direct participants as they enter the Library Center.
- 2. **No Alcoholic Beverages**Consumption, possession, or distribution of alcoholic beverages in the Smith Library Center is only permitted with written permission of the **Vice President for Information Services.**
- 3. No animals in the building except service dogs.
- 4. Only current students, staff and faculty with an SU ID are permitted in building after 9:00 p.m.
- 5. Library spaces are primarily for study. Plan activities that will not disrupt studying or tutoring.
- 6. No reservations are possible after 9 PM. All services are unavailable after midnight, when building is for study space only. Requests submitted after 5 p.m. Thursday until 1 p.m. Sunday, will be processed Monday after 8 a.m.
- 7. Food and covered beverages are permitted in most areas except Special Collections. All trash must be disposed of in appropriate containers or removed from the building immediately. Any spills or damage need to be reported to physical plant as soon as possible. This is critical on weekends, when housekeeping staff are not on duty. 512-863-1944 physical plant.
- 8. Amplified sound is never allowed.
- 9.

Exceptions to this policy must be approved by Vice President of Information Services and CIO.