

SPACE AND ROOM USAGE POLICY

I. INTRODUCTION (Purpose and Intent)

The S.E. Wimberly Library is a 164,000 square foot ADA-compliant building located in the heart of the FAU main campus in Boca Raton, Fla. Opened in 1964, the facility has been unevenly maintained with recent upgrades to carpeting, technical infrastructure, and furnishings in key areas, all adding to its utility and attractiveness.

The building and its additions were designed and have been maintained in order to facilitate and enhance the Library's primary mission to serve the students, faculty and staff of Florida Atlantic University. As an academic unit of FAU, the Wimberly Library also provides support for FAU's partnerships with other institutions in the region, as well as its efforts to engage with and develop stronger relationships with the community at large.

II. STATEMENT OF POLICY

While the use of the Library's public and private spaces is weighted in favor of our primary mandate, we also strive to accommodate as many of FAU's partners' needs as possible.

Students, faculty, and staff of FAU and Palm Beach State College, as well as members of the general public, are free to use the library and its public spaces as long as they abide by all rules and guidelines, including designations of quiet study spaces and any special areas with usage restrictions. Students, faculty, and staff are required to abide by all University codes of conduct and standards of behavior. Use of the building by members of the general public is a privilege that may be revoked by failure to abide by laws or University regulations or to respect the students and library staff.

Library staff members and security personnel are authorized to request identification of anyone in the building. Library staff and security personnel are also authorized to ask anyone to discontinue disruptive or inappropriate behavior. Failure to comply with staff requests may result in staff summoning Campus Police and having an individual removed and trespassed from the building indefinitely. Students, faculty or staff who fail to comply with library staff requests will also have the situation referred to an appropriate University body for review.

III. REQUESTS TO USE LIBRARY SPACE FOR SPECIAL EVENTS

- A.** Organizers of events must receive permission for their events from the Library Dean or the Dean's designate. Requests must be in writing, either through email or through online forms.
- B.** Requests to use specific areas of the library will be subject to whatever additional conditions have been determined to be necessary for that space.

IV. EXPECTATIONS FOR USING LIBRARY SPACE FOR SPECIAL EVENTS

- A.** Noise should be kept to a reasonable level and may not include the playing of loud music, conducting amplified prize drawings, or anything that would be disruptive outside of the area approved for the event.
- B.** Organizers and attendees must follow fire and other safety regulations. They must keep entrances and exits into the area unobstructed and may not have any lighted or flammable materials (with the exception of approved catering equipment.)
- C.** Food and drink must be approved before it is brought in and organizers are responsible for cleaning up after their events. Arrangements with caterers are the responsibility of event organizers.
- D.** Event organizers or caterers may not have access to the building prior to or after normal hours of operation, unless special arrangements have been made.
- E.** Event organizers may request to use the Library's folding chairs for their event. Additional chairs and tables must be secured through Special Events Set up by the FAU Building & Grounds Department. If the Library's chairs are used, Library staff will bring them out for use but will not set them up. Setting up special events is the sole responsibility of event organizers.
- F.** Event organizers are welcome to use existing equipment and furnishings that are in the spaces they have been approved to use.
- G.** Event organizers may request the use of a microphone or podium from the Library's equipment. All other special equipment will need to be provided for or arranged by event organizers.
- H.** Event organizers must make arrangements within their group or with Special Events Set up by the FAU Building & Grounds Department for setting up and restoring the space to its original configuration in a timely manner after the event. Library staff are not available to assist with setting up for an event or cleaning up after an event, unless special arrangements have been made in advance. Event organizers who fail to restore the space to its original configuration may be denied future use of library space.
- I.** In general, one or more Library staff members must be present in the building while an event is underway and access will not be granted to public areas for times when the building is not open. Exceptions may be made for events of high importance to the

institution. Also, the event organizer may need to arrange with the FAU Police Department to have security present, please view their policy for fees and guidelines.

V. CRITERIA USED TO EVALUATE REQUESTS

It is the prerogative of the Dean of University Libraries or the Dean's designate to deny any request.

The criteria for evaluating a request include:

- Is the event important to the goals of FAU?
- Is the Library a co-sponsor of the event?
- Is the event organizer affiliated with FAU?
- Is the event directed at or open to FAU students?
- Is the event planned for a time when classes are in session or during exam periods, or is it planned for a break period or a time between semesters?
- Is the event (and setup for it) planned for a time that would interfere with the normal functioning of the Library and disrupt the work of the students and faculty using the Library?
- Will setup for the event require Library staff to reconfigure technology or otherwise assist with the setup and cleanup?
- Is the event of long or short duration?
- Are the event organizers prepared to reimburse the Library for staff expenses related to the event or damages to or loss of equipment and facilities?
- Is the event of such importance to the long-range goals of FAU that short-term disruption to student work and normal Library service is determined to be worth the short-term inconvenience?
- Will the event organizers provide an opportunity for the Library to promote its services as part of the event, if such promotion is appropriate?

VI. DEFINED AREAS AND SPECIAL CONDITIONS FOR THEIR USE

Most public areas of the library are available for use by anyone on a first-come, first-served basis. All public areas of the library have a range of furnishings for group or individual study, limited access to power, and a range of technology options to enable users to carry out their research and study effectively. Although researchers from the public may sign up for guest access to the wireless network, access to library computers and to library databases may be restricted. All members of the general public are asked to leave the premises before 10 p.m. Some furnishings may be moved and other pieces of equipment are fixed in place. All general conditions already outlined above apply to these spaces, in addition to some extra requirements as outlined below.

All requests to use the Wimberly Library for special events and exhibits must be approved by the Dean of University Libraries or the Dean's designate.

A. Libraries Front Porch

The front porch of the Wimberly Library is available to be scheduled for use by Florida Atlantic University campus groups.

Rates:

A fee of \$500 for the first hour will be assessed for all events sponsored by non-FAU groups, with additional charge of \$80 an hour for every hour (anything over an hour is charged at the rate for a full hour) that the event is taking place and for any time spent setting up for the event or restoring the space to its normal configuration.

All requests must be submitted 6 weeks prior to the event—all requests are subject to the Dean's approval.

For the use guidelines of the Front Porch, please visit the [Front Porch policy](#).

B. First Floor Lobby and Atrium

The lobby is the only public entryway to the more than 3.7 million items (*including books, periodicals, microforms, and archival materials*) that the library holds, as well as the computer labs, reserve materials, circulation, Media Center, Special Collections, and all other library services. Special exhibits are occasionally arranged for designated areas, please visit the [Libraries Exhibition Policy for more details](#).

Rates:

A fee of \$500 for the first hour will be assessed for all events sponsored by non-FAU groups, with additional charge of \$80 an hour for every hour (anything over an hour is charged at the rate for a full hour) that the event is taking place and for any time spent setting up for the event or restoring the space to its normal configuration.

All requests must be submitted 6 weeks prior to the event—all requests are subject to the Dean's approval.

To request the use of the First Floor Lobby and Atrium, [please use this form](#).

C. Group Study Rooms & Collaborative Group Study Rooms

There are 30 study rooms that are available to FAU and PBSC students, faculty, and staff only. The rooms are checked out for 2 hours, renewable once. Two group members must be present at the Service Desk to check out a key or to receive a pager. One group member must have a valid Owl Card/Library Card. **Study room keys are not allowed outside the library and staff will not hold keys.** The library has [several collaborative study rooms](#). In addition to the policies above for group study rooms, three group members must be present at the Circulation Desk to check out a key to a collaborative study room.

The fine for overdue room keys is \$.25 per hour to a maximum of \$5.00 per day. The fee for a lost key is the current cost of having the room rekeyed plus the maximum overdue charges for the room.

Limited food or drink may be consumed in these rooms.

D. Wimberly Library Instruction Studio (LY136)

The Instruction Studio is located on the first floor, in room LY-136. There are 35 desktop computers available in the room, which has overhead data projection and connects to a pay-for-print system. First priority in scheduling goes to library-related instruction; however, FAU sponsored or attended training sessions, or non-recurring instruction sessions, may be scheduled when the room is not in use by Library staff. For the use guidelines of the Instruction Studio, please visit the [Instruction Studio Policy](#).

Requests to reserve the Instruction Studio must be made with the [Instruction Coordinator, Reference Department](#).

Rates:

A fee of \$500 for the first hour will be assessed for all events sponsored by non-FAU groups, with additional charge of \$80 an hour for every hour (anything over an hour is charged at the rate for a full hour) that the event is taking place and for any time spent setting up for the event or restoring the space to its normal configuration.

All requests must be submitted 6 weeks prior to the event—all requests are subject to the Dean's approval.

To request the use of the Wimberly Library Instruction Studio, [please use this form](#).

E. Small Conference Room (LY 177)

The Small Conference Room is located on the first floor, in room LY-177. There are 3 desktop computers available in the room, and seating for ten. First priority in scheduling goes to library-related consultations and instruction; however, FAU sponsored meetings, may be scheduled when the room is not in use by Library staff.

Requests to reserve the Small Conference Room must be made with the **Instruction Coordinator, Reference Department**.

Rates:

A fee of \$500 for the first hour will be assessed for all events sponsored by non-FAU groups, with additional charge of \$80 an hour for every hour (anything over an hour is charged at the rate for a full hour) that the event is taking place and for any time spent setting up for the event or restoring the space to its normal configuration.

All requests must be submitted 6 weeks prior to the event—all requests are subject to the Dean's approval.

To request the use of the Wimberly Small Conference Room, **please use this form**.

F. Special Collections Reading Room

Special Collections and University Archives is located on the 2nd floor, East wing in suite 258. Special Collections serves as the repository for rare and unique research materials. The Reading Room is available to researchers using Special Collections materials. To protect our rare and valuable collections, all researchers are asked to register, provide a photo ID, and adhere to the use policies. Items in the collection may not be loaned or used outside the secure reading room. Visitors may bring digital cameras and laptop computers into the reading room. All other personal belongings will be placed in lockers while using the collections. No food or drinks are allowed in Special Collections. More information about services and policies is available [here](#).

Use of materials in Special Collections is arranged only by appointment with the [Head of Special Collections](#) or other authorized Special Collections staff.

G. Jaffe Center for Book Arts

The Jaffe Center for Book Arts houses the Jaffe Collection, a contemporary artists' book collection, and studios for creative production. To protect our rare and valuable collections, all researchers are asked to register, provide a photo ID, and adhere to the use policies. Items in the collection may not be loaned or used outside the Book Arts Gallery or the secure reading room. Visitors may bring digital cameras, tablets, and laptop computers into the gallery and reading room. Cubbies are provided for backpacks, bags, and other personal belongings. Food and drinks are not allowed in the Book Arts Gallery.

FAU faculty, students, and staff may request to book the use of the Jaffe Book Arts Gallery for special events or presentations. Events may not occur during times that the Library is not open. The event organizers are expected to provide the physical labor for the setup and breakdown for an event. If [catering is planned](#), all arrangements will be the responsibility of the event organizers, including arranging for tables with the [Special Events set up by the FAU Building & Grounds Department](#). The event organizer must be available to receive the caterers and provide direction to them.

Members of the general public (anyone who is not a student, faculty, or staff member of FAU) may request to book the use of the space for special events or presentations.

Rates:

A fee of \$500 for the first hour will be assessed for all events sponsored by non-FAU groups, with additional charge of \$80 an hour for every hour (anything over an hour is charged at the rate for a full hour) that the event is taking place and for any time spent setting up for the event or restoring the space to its normal configuration.

Requests to reserve the JCBA Gallery must be made with the Director of Jaffe Center for Book Arts.

All requests must be submitted 6 weeks prior to the event—all requests are subject to the Dean's approval.

H. Jaffe Center Book Arts Studio Rental Space

The Jaffe Center for Book Arts Studio Rental program would allow authorized users to use JCBA studios and equipment for their personal creative projects. Revenue generated from studio rental would contribute toward upkeep of the studios and purchasing and maintenance of equipment and supplies.

Rates:

- \$35 per hour for all studios (papermaking, print, bindery) for renters who are familiar with equipment.
- \$55 per hour for assisted studio time available at, in which a JCBA staff member would assist the renter in production or provide one-on-one instruction as needed. Renters must demonstrate proficiency in use of equipment before they are allowed to use the studios independently: printers must demonstrate proper technique in setting and distributing type and in operation of the press they are using; binders must demonstrate proper technique in cutting tools, especially board shears, paper cutters, and guillotine; papermakers must demonstrate proper technique in use of the Hollander beater, moulds and deckles, hydraulic press, and dry box.

Details

JCBA would provide access to equipment and basic supplies such as inks, solvents, rags. For printing, renters would provide their own paper and would be responsible for costs of plates made in our photopolymer platemaker. In the bindery, renters would provide their own papers, board, thread, and adhesive. In the paper lab, renters would provide raw materials for papermaking and pigments.

Renters would be expected to treat the studios, machinery, tools, and type with respect and clean up after themselves. Presses and papermaking equipment must be left clean. All type must be redistributed upon project completion.

All requests must be submitted 6 weeks prior to the event—all requests are subject to the Dean's approval.

In scheduling, JCBA workshops take precedence over studio rentals. Requests to reserve the JCBA Gallery must be made with the Director of Jaffe Center for Book Arts.

I. Serenity Room

The Serenity Room, located in LY347, has been established to provide a quiet space for members of the FAU community to pray, meditate, and reflect. It is a non-denominational space available for use mostly on a first-come, first-served basis. Some time-sensitive uses may be scheduled. Access to the room will require an FAU Owl card.

J. 5th floor Study Lounge

The Fifth Floor Study Lounge was renovated in 2017 to provide additional study space for FAU's students. It features a variety of seating for individual and informal group study with increased access to power and enhanced wireless access throughout. The room has projection and audio capabilities to provide for presentations or special events and the furniture can be moved to provide for audience style seating.

The space is reserved for the use of FAU's students at all times that classes are in session or during exam periods. No events or presentations will be booked during any exam periods or during the busiest times of the semester.

FAU faculty, students, and staff may request to book the use of the space for special events or presentations, as long as they do not interfere with the students' need to study during priority times, as defined above. Events may not occur during times that the Library is not open. The event organizers are expected to provide the physical labor for the setup and breakdown for an event. If catering is planned, all arrangements will be the responsibility of the event organizers, including arranging for tables with the Special Events Set up by the FAU Building & Grounds Department. The event organizer must be available to receive the caterers and provide direction to them.

Members of the general public (anyone who is not a student, faculty, or staff member of FAU) may request to book the use of the space for special events or presentations, as long as they do not interfere with the students' need to study during priority times as defined above or do not interfere with the normal work assignments of library staff.

Rates

A fee of \$500 for the first hour will be assessed for all events sponsored by non-FAU groups, with additional charge of \$80 an hour for every hour (anything over an hour is charged at the rate for a full hour) that the event is taking place and for any time spent setting up for the event or restoring the space to its normal configuration.

All requests must be submitted 6 weeks prior to the event—all requests are subject to the Dean's approval.

To request the use of the 5th Floor Study Lounge, please use this form.

K. University Club Boardroom

The University Club Boardroom is located on the 5th floor inside the Weiner Suite, LY552. It was renovated to provide improved meeting space for library meetings, seminars, and workshops. It has videoconferencing capabilities and features furnishings that can be configured in a variety of styles. Since the Boardroom is in the secured Weiner Suite, access is only by arrangement with the Dean of University Libraries or the Dean's designate.

FAU faculty, students, and staff may request to book the use of the space for special events or presentations, as long as they do not interfere with the Library's planned meetings or with students' need to study undisturbed during priority times, as defined in Section I above. Events may not occur during times that the Library is not open. The event organizers are expected to provide the physical labor for the setup and breakdown for an event. If catering is planned, all arrangements will be the responsibility of the event organizers, including arranging for tables with the Special Events Set up by the FAU Building & Grounds Department. The event organizer must be available to receive the caterers and provide direction to them.

Members of the general public (anyone who is not a student, faculty, or staff member of FAU) may request to book the use of the space for special events or presentations, as long as they do not interfere with the students' need to study during priority times as defined above or do not interfere with the normal work assignments of library staff.

Rates:

A fee of \$500 for the first hour will be assessed for all events sponsored by non-FAU groups, with additional charge of \$80 an hour for every hour (anything over an hour is charged at the rate for a full hour) that the event is taking place and for any time spent setting up for the event or restoring the space to its normal configuration.

All requests must be submitted 6 weeks prior to the event—all requests are subject to the Dean's approval.

To request the use of the University Club Boardroom, please use this form.

L. Weiner Education Studio

The Education Studio is located on the fifth floor of the Wimberly Library, in room LY-551. There are 20 seats, 2 per table available in the room. The room can be rearranged into different arrangements, if necessary. First priority in scheduling goes to Special Collections-related instruction. However, FAU sponsored or attended training sessions, or non-recurring instruction sessions may be considered when the room is not in use by Library staff. No food or drink is allowed in the room.

Members of the general public (anyone who is not a student, faculty, or staff member of FAU) may request to book the use of the space for special events or presentations, as long as they do not interfere with the students' need to study undisturbed during priority times as defined in Section I above or do not interfere with the normal work assignments of library staff or any library instruction scheduled for the room.

Rates:

A fee of \$500 for the first hour for all events sponsored by non-FAU groups, with additional charge of \$80 an hour for every hour (anything over an hour is charged at the rate for a full hour) that the event is taking place and for any time spent setting up for the event or restoring the space to its normal configuration.

All requests must be submitted 6 weeks prior to the event—all requests are subject to the Dean's approval.

Requests to reserve the Education Studio must be made with the Head of Special Collections.

M. Other Public Areas

Occasionally the book stacks, study areas, or other public spaces are requested for public events, such as filming or short interviews. With the Dean's permission, such areas may be used for events of short duration if the expected disruption to students and other Library patrons or staff is minimal.