Guidelines for Events in Barbour Library

These guidelines are intended primarily for events that use spaces and/or furniture outside of the reservable rooms in 25Live, as well as events that use several library spaces at once.

Things to Keep in Mind

- Barbour Library is meant to function primarily as a library. The library renovation was designed with meeting, study, and collaboration spaces in mind, but not directly as an event space. While the Second Floor Atrium study area, the Kelley-Orr Lounge, and the Hansen Room can accommodate events, it is important to note that they were not designed specifically for events. Library users regularly use and show preference for these three spaces, so each time there is an event in one of these spaces, library users are displaced. Barbour Library shouldn't necessarily be the "go to" place for your events when other spaces on campus are available.
- Activity at the front desk will occur if events take place during library hours. As a result, library staff and library user conversations at the front desk and elsewhere may be fairly noisy. Library staff and library users will not (and should not) be asked to speak quietly. For events with speakers in the Kelley-Orr Lounge or Second Floor Atrium, microphone setup is encouraged.
- The Kelley-Orr Lounge and the Second Floor Atrium aren't closed spaces, so events in these areas should be clearly marked via signage from your department or the library. Placement of signage should be coordinated with library staff.
- Any meetings or events that use spaces other than Meeting Room 105 or the Kelley-Orr Lounge (which are both in the 24/7 space) should be scheduled during the hours that the library is open (https://www.pts.edu/barbour-library/Library-Hours).
- In addition to when the library is closed, events in the library should be not be planned during the following times:
  - Ordination and Bible content exams
  - Mid-term reading weeks
  - Reading/Final exam weeks

1. Reserve Your Space in 25Live

- **Rooms in 25Live**
  - *Group Study Rooms* (2nd floor, 6 seats, 3 folding chairs can be added) – reservable for one-time or recurring meetings
  - *Kunkle Room* (2nd floor, 10 seats, 3 folding chairs can be added) – reservable for one-time or recurring meetings
  - *Meeting Room 105* (1st floor, 10 seats, 3 folding chairs can be added) – reservable for one-time or recurring meetings
  - *Garnet Integrative Learning Space* (Grnd floor, 10 seats, 3 folding chairs can be added) – reservable for one-time or recurring meetings

- o *Truxall Classroom* (2nd floor, 15 seats, 3 folding chairs can be added) – reservable for one-time or recurring meetings
  - o *Second Floor Atrium* (2nd floor, 16 seats, folding chairs can be added for a total of 40 chairs in the space) – reservable for one-time events only
  - o *Kelley-Orr Lounge* (1st floor, 9 seats, 15 folding chairs can be added) – reservable for one-time events only
  - o *Hansen Room* (2nd floor, 14 seats, 6 folding chairs can be added) – this space houses the Karl Barth desk, and is not appropriate for events with food or uncovered drinks, and is reservable for one-time or recurring meetings
- **Rooms that aren't reservable and/or aren't generally available for events**
  - o *Peters Café*
  - o *Griffith Lounge*
  - o *Computer Lab*
  - o *Fred Rogers Family Room*
  - o *Closed carrels*
  - o *Special Collections Research Room*
  - o *Active Learning Space*

2. Arrange Space Setup and Furniture Use

- There are a few space/furniture configurations for the 2nd Floor Atrium to select from while making your reservation in 25Live. If none of these are adequate, please discuss alternate plans with library staff during the walkthrough (see below).
- There is a variety of furniture in the library – not all of it is meant to be moved on a regular basis. In the interest of keeping the furniture in the best condition for the longest amount of time, please do not assume that you can move and use furniture however you like for your meetings and events. The exception to this would be chairs with casters, like the ones in the Truxall Classroom, the Kunkle Room, Meeting Room 105, and the computer lab. If furniture is moved, arrangements should be made to move it back to its original position. Moving other library furniture is possible, but <u>must be approved by library staff</u>.
- With the exception of the credenzas in the Truxall Classroom, the Kunkle Room, and Meeting Room 105, folding tables should be brought in for food setups. Please do not use library desks, tables, or other furniture unless you have been given permission to do so.
- The round tables (and the accompanying chairs) in the 2nd Floor Atrium may be used for events with food and/or drink, but must be covered by tablecloths. You may use your own, or ask to use the ones that the library has.

3. Think About Food

- In general, meetings with meals should make use of the Kunkle Room, Meeting Room 105, or the Truxall Classroom as much as possible. Food setups are allowed in the Second Floor Atrium and Kelley-Orr Lounge for events, but not generally for breakfast/lunch/dinner meetings.

- If your event has food brought in by anyone other than Metz staff (who generally do their own setup and takedown), you must make arrangements to remove anything that is left over after the event (food, supplies, etc.). If you would like library users to have any leftover food, please put it in the Peters Café. If Metz isn't doing the catering, please bring your own supplies, including tablecloths, utensils, napkins, etc. – do not use items from the Peters Café.

4. Meet with Library Staff

In order to clearly communicate your event plans, and to discuss all the options and possibilities, set up a time with the **User Services Librarian** (Tisha Woo) for a walkthrough after you reserve the space. You will discuss furniture, food, and setup options, and ask any questions you may have. **This is required** for the first time you have a particular event in the library. If you have the same or similar event in the future, a walkthrough is not necessary as long as the setup and event size is the same.

5. Designate a Contact Person

Please designate a contact person for your event who will communicate with the User Services Librarian. If there are any changes to the plan discussed during the walkthrough, this must be communicated to the User Services Librarian. Likewise, if the User Services Librarian has any questions or has questions about how things are being set up, she will communicate with the contact person.

6. Arrange Signage

Please arrange any signage for your event with library staff (including placement). In general, signs should not be attached anywhere in the library with tape or other materials. You may use your own sign holders, or ask library staff to use one of our free-standing or desktop sign holders.

7. Give Feedback

If you'd like to debrief your event, ask questions, or provide suggestions for future events, the User Services Librarian would be happy to speak with you.