POLICY: Marriott Library Classrooms & Study Rooms

I. Policy Scope
   A. The Marriott Library provides the U community with a variety of spaces for individual and collaborative research, study, and instruction. For more information about our classrooms and study rooms, please visit: http://www.lib.utah.edu/services/classrooms/index.php.
   B. Classrooms and study rooms are intended to be used for educational purposes and the legitimate business of the University. Current University of Utah students, faculty, and staff have priority in the use of library resources, services, and facilities. Public visitors may use these classrooms and study rooms only as participants in University- or Library-sponsored activities.
   C. Student computing labs are funded primarily from student computing fees and are for the use of University of Utah students, faculty, and staff.

II. Definitions
   A. Reservations by type:
      1. “University Course”: Offered by a degree-granting program at the University of Utah which, when completed, will result in the awarding of credit hours verifiable through the Office of the Registrar.
      2. “Library Class”: A training session taught or co-created by an employee of the J. Willard Marriott Library for the purpose of learning library research and technology skills or to obtain information about library services and resources.
      3. “Event”: All advanced reservations made more than 48 hours in advance and that are not for a University Course or Library Class, including but not limited to lectures, meetings, workshops, or trainings.
   B. Groups by type:
      1. “University Department”: A University of Utah academic unit (including colleges, schools, departments, and free-standing divisions), administrative office of academic units, general university administration, Continuing Education, and any other service, agency, and function of the university (including an institute, center, program, council, and faculty).
      2. “Student Group”: An organization authorized by faculty, council, or the administrative head of a University Department in which University of Utah students are eligible for membership.
      3. “Sponsored Group”: An organization independent of the University of Utah whose use of Marriott Library space is overseen by a University Department or Student Group and is consistent with the mission of the University and Library.

III. Policy
   A. General Policies
      1. Classrooms and Schedulable study rooms must be reserved in order to use the space.
      2. Be respectful of others and remember the rooms are not sound-proof.
3. Food is permitted in classrooms and study rooms. Respect the Marriott Library Food and Drink Policies.
4. Any patron, including public visitors, must observe all Marriott Library Patron Policies and Responsibilities.
5. Personal belongings should not be left unattended at any time. If you notice items left unattended, immediately turn them in at the Lost and Found located at the Level 1 Information and Security desk near the West Entrance.
6. Leave rooms in good order for the next user.
7. Please dispose of wrappers and containers in the proper trash receptacles.
8. If you spill something, please notify a library employee immediately so that we can clean it up quickly.
9. If there is a conflict with your reservation or an issue with the space, contact the Events and Scheduling Coordinator or Library Security at either library entrance desk. For technology-related issues, contact the Student Computing Services desk in the Knowledge Commons.
10. Any patron, including public visitors, whose reservations or behaviors violate these policies, may be subject to review, their reservation(s) may be subject to cancellation, and their access to the scheduling software removed.

B. Room Capacity
1. Room capacities must be observed.
2. When reserving a room for a semester-long course, the projected course enrollment must be at least two-thirds of the capacity of the classroom. Courses with final enrollment below two-thirds of the capacity will retain the right to use the room, but may be asked to use a similar lower-capacity room instead, if available. Petition for exceptions with compelling reason may be considered.
3. When reserving a room for a short-term/one-time reservation, the expected amount of occupants must be at least two-thirds of the capacity of the room. If the number of occupants is not above two-thirds of capacity during use, the occupants may be asked to use a similar lower-capacity room that fits their group size.

C. Access and Use of Scheduling System
1. Marriott Library Facility Management will use its discretion to grant access, and the level of access, in the Marriott Library scheduling system.
2. Facility Management reserves the right to decline requests for access to the scheduling system if no clear and appropriate purpose is determined. Access to the scheduling system may be removed if reservations violate these policies.

D. Classrooms
1. University-scheduled
   a. Lecture Classrooms: MLIB 1130, 1150, 1715, 1725.
c. To request a semester-long or one-time reservation for one of these rooms, visit Campus Scheduling.
d. For day-of use, contact the Library Events and Scheduling Coordinator: (mlib-scheduling@lists.utah.edu), Library Security and Information Desk staff, or Knowledge Commons Desk staff.

2. Library-scheduled
   b. Computer Classrooms: MLIB 1008, 1110, 1120, 1745 (Mac) and MLIB 1009 (PC)
   c. To make a reservation, contact the Library Events and Scheduling Coordinator (mlib-scheduling@lists.utah.edu), your Department Scheduler, or your Library Liaison.
   d. Depending on the intended use, there is a limit to how far in advance a reservation can be made in Library-scheduled Classrooms:
      a. Semester-long course reservations may be scheduled one (1) academic calendar year in advance.
      b. Course-integrated library class reservations may be scheduled one (1) semester—fall, spring, and summer—in advance.
      c. All other library-created class reservations may be scheduled two (2) months in advance.
   d. University Department and Student Group event reservations (including but not limited to lectures, meetings, workshops, or trainings) may be scheduled after the 2nd week of the current semester and up through the semester break.
   e. Sponsored Group event reservations may be scheduled after the 2nd week of the current semester, up through the semester break.
   f. Study sessions may be scheduled by students up to 24 hours in advance when all other study spaces are full, if a study group size would exceed study room capacity, or there is a particular academic need to use a classroom.
   g. TAs (teaching assistants), or the equivalent, may request recurring reservations to use a classroom for study sessions after the 2nd week of the current semester.
   e. MLIB 2008, the Dumke Fine Arts and Architecture Library Classroom
      a. This classroom may be scheduled for semester-long courses if they are offered by the College of Fine Arts or the College of Architecture + Planning.
      b. Reservations must be requested through and approved by the Head of the Fine Arts & Architecture Library.
c. Mac laptops are available for use in this classroom and must be scheduled separately.

E. Study Rooms

1. Non-Schedulable (available first-come, first-served)
   a. MLIB 2130-A-M, P-S, U; 3300-A-D.
   b. Priority is given to group work in all Non-Schedulable Study Rooms.
   c. Individual study may be referred to a quiet or silent study space, as denoted on the Marriott Library Building Map.

2. Schedulable (may be reserved)
   a. MLIB 2101, 2103, 2105, 2130N (Hoopes Seminar Room), 3400C, 3400D. Starting in January 2015: 1750A-D.
   b. Reservations for Schedulable Study Rooms may be scheduled up to 10 days in advance.
   c. Reservations are limited to 2 hours.
   d. Reservations can be made by any University of Utah-affiliated person. Ask for assistance in the Knowledge Commons, at either Library Security & Information Desk at the entrances, or make a reservation by logging into the online scheduling system.
   e. Schedulable Study Rooms can be used to practice presentations by individuals or groups.
   f. In the event that a Schedulable Study Room is not claimed by the reservation holder within 15 minutes of the beginning of the reservation, the reservation will be considered void and the room will become available to another University of Utah-affiliated person on a first-come, first-served basis.

F. Reservation Changes and Cancellations

1. Patrons with a reservation will be contacted by email or phone prior to any change or cancellation. In the event that correct information was not provided, the reservation may be changed or cancelled without notification.

2. Situations when a reservation may be changed or cancelled include, but are not limited to:
   a. Duplicate reservations for the same course or event are made for multiple Marriott Library classrooms, or for a Marriott Library classroom and a University classroom,
   b. A recurring reservation is not used consistently,
   c. Class enrollment is not compatible with the classroom capacity,
   d. A lecture course is scheduled in a computer classroom.
e. The required software is available on both Mac and PC computers, Marriott Library reserves the right to change reservations to a comparable classroom, if deemed necessary by the Library Events and Scheduling Coordinator.

G. Fees
1. Non-University affiliated organizations may not use/rent Marriott Library classrooms or study rooms.
2. There is no charge for classroom use by University Courses, Library Classes, Student Groups, and Marriott Library Events.
3. There will be a charge assessed for classroom use (including but not limited to lectures, meetings, workshops or trainings) by University Departments and their Sponsored Groups. The amount charged will be made according to the room that is being used. A University of Utah chartfield will be required at the time of the reservation and will be charged after the use of the room.

H. Cancellations
1. Must be made in writing no less than 48 hours prior to the reservation date and sent to the Library Events and Scheduling Coordinator (mlib-scheduling@lists.utah.edu).
2. The full fee amount will be charged if a cancellation is not made 48 hours prior to the reservation date.

I. Computer Software
1. Check the Available Software website to determine what is available in computer classrooms.
2. PC Classrooms run on the Windows operating system.
3. Mac Classrooms run on the OS X operating system.
4. A request to install new software on any classroom computer or laptop must be made a minimum of two weeks in advance of use.

IV. References
A. Marriott Library Classroom and Study Room Information
B. Marriott Library food and drink policies
C. Marriott Library Patron Policies and Responsibilities

V. Responsible
A. Policy owner: Classroom Task Force – Greg Hatch (chair), Sara Malone, Scott Bigler, Jill Moriearty, Robert Nelson, Ian Godfrey, Jacob Reed
B. Policy approved by: [council or executive and date approved]
2. Executive Council: August 27, 2014

VI. History
   A. Revised: N/A
   B. Earlier Versions: N/A

Note: Policies should be reviewed at minimum every three (3) years.