Policy Statement.

As part of its mission to support the teaching, research, service, and patient care needs of the University of North Texas Health Science Center, Lewis Library offers a limited number of rooms for the use of UNTHSC students, staff, and faculty. The rooms range in size from one-person rooms to large meeting spaces that comfortably hold twenty. Some rooms offer access to equipment for viewing various media items ranging from videotapes to DVDs and computer-based digital content. Because of the scarcity of these rooms, the following policy is issued.

General Rules

1. Library study rooms, meeting rooms, media viewing rooms, and computer
   labs are only for the use of UNTHSC students, staff, faculty, fellows,
   and residents in UNTHSC-affiliated training programs. Exceptions may be
   made for groups visiting the library for educational purposes and for visitors requesting to use
   items from the media collection. (For more information on use
   of the library by the general public, see our Policy on Use of the Library at
    http://www.hsc.unt.edu/policies/PolicyStorePDF/Policy%20on%20Use%20of%20the%20Library
   .
2. Windows on room doors are not to be covered for any reason. The only exception to this is for
   testing sessions arranged by or for an academic department.

3. Leaving personal items in a room does not reserve the room for later use. Personal items found
   unattended in a room that someone else wants to use will be turned over to the Campus
   Police.

4. In rooms with more than four chairs, one or two people occupying the room may be asked to
   vacate in order to free the room for use by a larger group. Room reservations take precedence
   in these cases. If a group properly reserves a room using the campus room reservation system
   and one or two members of the group are awaiting the arrival or return of other group
   members, the reserving group is not required to surrender the room.

5. Except for the specific instances noted below, library rooms operate on a first-come,
   first-served basis.

6. Library room numbers 302, 304, 306, 316, 318, 320, 428, 450, 460, and 462 are available for reservation through the campus room scheduling system accessible via the UNTHSC Intranet at **http://rooms.hsc.unt.edu/xpress/XPressWho.asp** .

7. These rooms are available for reservation only by UNTHSC classes or campus groups. The rooms are not available for reservation by individual users.

8. Student groups may reserve library study rooms up to four weeks in advance.

9. All reservation requests must be received by 5:00 P.M. on the day before the room is needed. Requests for Saturday, Sunday, and Monday must be received before 5:00 P.M. on Friday. No changes will be made to the room schedules once they are posted each morning.

10. Reservations for student groups are limited to four hours in any one day.

11. A group that arrives more than 30 minutes late for its scheduled room reservation will forfeit the reservation and the room will be open for use by others on a first-come, first-served basis.

12. Individuals may use the rooms for study purposes at times when the rooms are not reserved. They must promptly vacate the room at the time of the next scheduled reservation.

13. Users should bring a copy of their reservation verification email in case disagreements.

14. Library rooms 432 and 434 provide access to media equipment for the playing and display of a variety of media formats. The rooms are locked and may be checked out along with a key and equipment remote controls at the library Circulation Desk.

15. A room may be checked out for four hours and may be renewed once if no one else is waiting to use it.

16. The fine for an overdue room is $5 per hour or partial hour.

17. The media viewing rooms are available for use on a first-come, first-served basis and may not be reserved.

18. Library computer labs (rooms 225 and 400) are available for reservation through the campus reservation system. Use is limited to meetings of classes in the UNTHSC curriculum and to UNTHSC-sponsored training activities.

19. Room 225 is open for use by UNTHSC students, staff, and faculty when it is not being used for a class. Room 400 is closed for general use and only available for use by classes or

UNTHSC-sponsored training sessions.

20. While the rooms are available for general study purposes, those who need to use the viewing equipment in the rooms will have priority.

This policy shall be considered and applied in conformity with other UNTHSC policies, including but not limited to UNTHSC Internal Facilities Use Policy.

Lewis Library policies can be found online at **http://www.hsc.unt.edu/policies/PoliciesList.cfm** under the Administration section. Print copies of the policies can be obtained at the library Circulation Desk.

<u>Application of Policy.</u>

This policy applies to all patrons using the Lewis Library facility.

<u>Definitions.</u>

1. <u>Room scheduling system</u>. The room scheduling system is an online scheduling database available at **http://rooms.hsc.unt.edu/xpress/XPressWho.asp** .

2. <u>Large Library Rooms</u>. The large library rooms are rooms numbered 302, 304, 306, 316, 318, 320, 428, 450, 460, and 462.

3. <u>Media viewing rooms</u>. Library rooms 432 and 434 provide access to media equipment for the playing and display of a variety of media formats.

4. <u>Library computer labs</u>. Computer labs are located in Library rooms 225 and 400.

<u>Procedures and Responsibilities.</u>

1. Students, staff, and faculty members will use the online room reservation system to reserve a large room in the library.

<u>Responsible Party</u>: Student, staff and faculty members

2. Students, staff, and faculty members will obtain access to the Media viewing rooms via the Circulation Desk.

<div align="center"><u>Responsible Party</u>: Student, staff and faculty members</div>

3. Students, staff, and faculty will reserve computer labs for course instruction or training use via the campus room scheduling system.

<div align="center"><u>Responsible Party</u>: Faculty and UNTHSC Administrative personnel</div>

<u>References and Cross-references</u>.

04.201 Policy on Use of the Library

04.101 Internal Facilities Use Policy

<u>Forms and Tools</u>. (optional)

Approved: May 2007

Effective: May 2007

Revised: