

A. Frank Smith, Jr. Library Center
(Hereafter referred to as Smith Library Center)
Facility Usage Policy
Date Effective: April 1, 2019

Facility Overview: The Smith Library Center houses research materials, Special Collections, study areas, instructional spaces, computer labs, small conference rooms, offices and a coffee bar.

Scheduling Contact: Facility Coordinator, 863-1637; Manager of Operations, 863-1635

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. Smith Library Center policy requires that all non-university persons entering the library 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.
2. No animals are allowed in the building except service dogs.
3. Only current students, staff and faculty with an SU ID are permitted in the building after 9 p.m.
4. Library spaces are primarily for study. Plan activities that will not disrupt studying or tutoring.
5. Amplified sound is never allowed.
6. Food and covered drinks are permitted in most areas of the Library except Special Collections within the following guidelines:
 - Users clean up after themselves: dispose of trash in appropriate containers or remove it from the building immediately after an event.
 - Any spills or damage should be reported to the InfoDesk as soon as possible.
 - Food is not permitted where it interferes with others' use of the Library.
 - Food delivery by outside vendors is discouraged. If you order food delivered, you must meet the vendor in the lobby or outside after the doors are locked. Infodesk staff cannot direct, escort, receive or hold deliveries.
 - Cooking, cooking appliances, and open flames are not permitted in Library public spaces.
7. No Alcoholic Beverages. Consumption of alcohol is not permitted with the exception of legal-aged guests at authorized University events where alcohol is served.
8. No reservations are possible after 9 p.m. All services are unavailable after midnight, when the building is available for study space only. Requests submitted after 5 p.m. Thursday until 1 p.m. Sunday, will be processed Monday after 8 a.m.

Exceptions to this policy must be approved by the Director of the Library.