



PROCEDURE

Use of Library Space

Procedure Administrator: Associate Provost
Authority: N.J.S.A. 18A-64-8
Effective Date: February 10, 2011; November 2, 2022
Index Cross-References:
Procedure File Number: 4109
Approved By: Dr. Harvey Kesselman, President

A. Definitions

1. Public access areas are the following:
 - a. All open (i.e., unenclosed) spaces within the library including tables, chairs, carrels, and lounge furniture.
 - b. All rooms designated as group study areas.
2. Non-public areas: All areas not covered in Section A.1.

B. General Provisions

1. Except as limited herein, public access areas are available to all library users on a first-come, first-served basis for the purposes of study, use of library equipment and materials, reading and viewing and/or listening to materials.
2. Public access areas of the library will not be designated or reserved for the exclusive use or purpose of any individual or formal or informal group, except as approved by the Associate Provost or designee. Generally, such approval is granted only for a limited period and for the following types of activities: (1) educational and artistic displays; (2) meetings of small classes or seminars; or (3) small meetings of other groups.

Use of the Group Student Rooms is limited to Stockton students and employees. Group Student Rooms must be reserved for use through the online reservation system on the University Library website.

3. Every level of the library has designated quiet areas, however the Library does not enforce silence. Users are encouraged to be courteous with other library users. Group study is encouraged in the Learning Commons.

C. Specific Provisions

1. Group study rooms may be used by an individual user, but individual use is subject to use of study rooms by groups who have priority over individual use and who may override any individual use..
2. Multimedia carrels should be used only for viewing and/or listening to media

materials. These carrels may be used for other purposes only when not in use for intended purposes, but can be bumped for an intended use.

3. Carrels and other library furniture modified for individuals with accessibility needs are reserved for their use.
4. The library is not responsible for personal or other belongings left in the public access areas.
5. The library does not assign space to individuals for extended study.
6. An individual may leave personal belongings at the Circulation Desk if necessary to leave the library for a short period. The library is not responsible for loss or damage to personal belongings left at the Circulation Desk.

D. Staff Work and Service Spaces

Areas designated for administrative and service functions is under the direct supervision of the personnel assigned to them. Generally, these areas are not available for public use (excluding service areas).

E. Equipment

Staff desks, telephones and computers are for conducting official library business only.

F. Closing

No one is permitted to use library facilities after closing. This provision may be waived in limited circumstances with approval by the Associate Provost of Library and Learning Commons.

Review History:

	Date
Procedure Administrator	08/17/2022
Faculty Senate	05/16/2022
Deans	08/15/2022
AA Leadership	08/18/2022
Divisional Executive	08/19/2022
General Counsel	10/07/2022
Cabinet	11/02/2022
President	11/02/2022