

# **University of North Texas Health Science Center at Fort Worth**

## **Gibson D. Lewis Health Science Library**

### **Room Use Guidelines**

**June 2012**

As part of its mission to support the teaching, research, service, and patient care needs of the University of North Texas Health Science Center, The Gibson D. Lewis Health Science Library offers a limited number of rooms for the use of UNTHSC students, staff, and faculty. The rooms range in size from one-person units 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.

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 the use of items from the media collection.

In order to ensure safe usage and equitable distribution of library rooms across the UNTHSC population, the following guidelines are issued.

1. 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 a UNTHSC academic department.
2. 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.
3. 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.
4. Except for the specific instances noted below, library rooms operate on a first-come, first-served basis.
5. Library room numbers 302, 304, 306, 318, 320, 428, 434, 450, 460, and 462 are available for reservation through the campus room scheduling system accessible via the UNTHSC Intranet.
6. The aforementioned specific rooms are available for reservation only by UNTHSC classes or campus groups. The rooms are not available for reservation by individual users.

7. Student groups may reserve library study rooms up to four weeks in advance.
8. 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.
9. Reservations for student groups are limited to four hours in any one day.
10. 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.
11. 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.
12. Users should bring a copy of their reservation verification email in case disagreements.
13. Library computer labs (rooms 225, 400, 410) 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.
14. Room 225 is open for use by UNTHSC students, staff, and faculty when it is not being used for a class. Rooms 400 and 410 are closed for general use and only available for use by classes or UNTHSC-sponsored training sessions.
15. Food is not to be consumed in the computer labs in rooms 225, 400, and 410. Drinks with covered tops may be consumed in the labs.

This guideline shall be considered and applied in conformity with other UNTHSC policies and guidelines, including but not limited to the UNTHSC Facilities Use Policy. All Lewis Library and UNTHSC policies are available at <http://www.hsc.unt.edu/policies/PoliciesList.cfm>. Print copies of Lewis Library policies and guidelines can be obtained at the library Service Desk.