

Library After Hours Usage Policy and Procedural Guide			
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LIBRARY AFTER HOURS USAGE POLICY

While designed to serve as an attractive gathering and study space, the Tusculum College Library is a primary asset housing a concentration of significant assets vital to the educational mission of the institution. Stewardship responsibilities, therefore, require that programs intending to utilize this space plan and provide sufficient management to assure the protection of the facility and assets.

The Library facility is divided into three primary areas for usage after the Library's standard business hours (hereafter "after hours"): 1) the lower level classroom wing, 2) the Board Room and Room 206, and 3) the central Library. The lower level classroom wing will be reserved through the standard College space reservation/scheduling process coordinated by the Facilities and Events Coordinator. After hours usage of the Board Room and Room 206 will be permitted only through special exception coordinated by the Executive Assistant to the President. Usage of the remainder of the library facility after hours will be governed by the policy and procedures established through this document.

Request for after hours utilization of the central Library will be made through the standard College space reservation/scheduling process coordinated by the Facilities and Events Coordinator. However, any after hours usage proposals shall be reviewed by the Director of the Library. If not endorsed by the Director after consultation with the requesting party to determine whether adjustments to the request would provide for endorsement, the proposal may be reviewed by the Cabinet member to whom the requesting party reports and the Provost. The Provost shall make the final determination as to whether the usage shall be permitted and under what conditions.

Consideration for usage of the Library facilities after hours should take into consideration security measures, access and egress pathways to assure fire code standards are observed, and costs such as utilities, staffing, etc. This policy does not release the requesting party from the responsibility to take reasonable precautions and exercise reasonable efforts to provide for the protection of the assets of the Library and its contents when under his/her management.

A Procedural Guide shall be maintained as an appendix to this Library After Hours Usage Policy and shall be updated as necessary by the Chief Financial Officer/Vice President for Business and Finance to address the following issues:

- Library After Hours Usage Request and Review Process
- Space and Security Considerations for Library After Hours Usage

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PROCEDURES

1. A request is made by a Tusculum College staff or faculty member for the use of the central Library after standard business hours via telephone or e-mail to the Facilities & Event Coordinator.
2. The Facilities & Event Coordinator will inquire into the purpose of the request, the department requesting the reservation, and the date needed.
3. The Facilities & Event Coordinator will check the Master Calendar to see if the space is available.
4. If the space is available, the Facilities & Event Coordinator will complete the following information on the "Library After Hours Usage Request" form:
 - Date of Request
 - Requester
 - Requester's Phone No.
 - Department
 - Notation as to how the security of the Library will be maintained (e.g. staffing, restricted physical access, restricted guest flow)
 - Usage Date(s)
 - Usage Start Time(s)
 - Usage Completion Time(s)
 - Extent of Space Requested
5. The Facilities & Event Coordinator will then advance the request to the Director of the Library for review.
6. If the Director of the Library has concerns with the proposal that could be remedied by an adjustment to the proposal, s/he will contact the requestor and see if the adjustments are mutually agreeable.
7. The Director of the Library will notify the Facilities & Event Coordinator via e-mail as to whether s/he approves of the proposal, approves with mutually agreed upon adjustments, or disapproves of the request.
8. If the request is approved of by the Director of the Library, the Facilities & Event Coordinator will then enter the reservation into the Master Calendar and e-mail or mail via campus mail the "Library After Hours Usage Request" confirmation as approved (with or without adjustments) to the requester.
9. Alternatively, if the request is not approved of by the Director of the Library, the Facilities & Event Coordinator will notify the requestor and inform them of the ability to request further review to the Cabinet member over their programmatic area and the Provost.

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10. The respective Cabinet member and the Provost will review the request and see if a mutually agreeable arrangement can be made. The Provost will have the final authority on review of the request and will inform the Facilities & Event Coordinator of the decision for notification and scheduling as appropriate.
11. In cases where a request is approved, the Facilities and Event Coordinator will notify the Director of the Library and the Director of Campus Safety and place the event on the Master Calendar. The requesting party will be responsible for presenting themselves with sufficient lead time to allow the on-duty Campus Safety Officer to escort them to the facility and provide initial access as per the reservation.
12. The requesting party will be responsible for attending to the security of the facility until the on-duty Campus Safety Officer is able to secure the facility at the end of the reservation period.
13. The open physical layout of the Library facility requires that it not be left unsecured or guests therein be left unattended at any time.

SPACE AND SECURITY CONSIDERATIONS

1. The use of the Library's Board Room must be reserved through the Executive Assistant to the President, and, while primary access and egress can be restricted to the French doors on the veranda for security control, the Library's main lights must be turned on for the lights in the bathrooms to be available. This utilization would allow for the main doors to be left secured after hours and still provide emergency egress if necessary. Similarly Room 206 in the Library contains significant technological resources which should be afforded special consideration for security, and must be reserved for after hours use through the Executive Assistant to the President as well.
2. The use of Campus Safety personnel to provide for Library security after hours will necessitate additional lead team to allow for scheduling and will require the requesting program offset the overtime costs directly associated with the reservation.