

Room Policies and Guidelines

The Library & Information Access's various meeting rooms are available for wider campus use to faculty and staff members. Continued use of these rooms by the requesting faculty or staff member is dependent upon the following policies outlined in this guideline.

In order to support the needs of our patrons, Library requests are given priority over the meeting rooms. In addition to this, the library also has priority over the rooms in the first ten weeks due to the Library Instruction Hold¹. The rest of the room requests are granted in the order they are received².

The library does not approve requests for regularly scheduled academic classes or for student organization meetings or events. Requests for weekly, or monthly, meetings from university departments and organizations will be considered on an individual basis. The events that are scheduled are intended for faculty and staff who need the space to conduct a single meeting.

It is important that those requesting the rooms be aware of, and adhere to, the following rules when using/asking to use any meeting room in the library.

- No food or drink is allowed in the room. The person in charge of the class or event is responsible for enforcing this policy.
- The room is to be left in the same clean condition/furniture configuration in which it was found.
- The person in charge of the class or event agrees to accept responsibility for proper use and security of all Library equipment in the room.
- Any use of media (such as videotapes or software) in the room must be in full compliance with copyright laws.
- The requesting party will be billed for any cleaning, equipment repair, and/or moving costs.
- The requester must be present and retrieve a key from the Library Administration office (LA-2250). If the requester is unable to pick up the key, Library Administration staff must be notified and given the name of the person who will be picking up the key. Failure to do so may result in a key not being issued for the event.
- The key must be returned to the Library Administration office (LA-2250) after the event has concluded. If the office is closed, the key can be returned to the Circulation/Course Reserves Desk.
- If you cancel your event, Library Administration should be notified immediately of your cancellation so that the room can become available to others on campus.
- Attendance for your event should be taken and given to Library Administrative staff by sending an email to libadmin@mail.sdsu.edu after the event has finished. This is an important necessary part in accounting for the Library's usage statistics.

Co-sponsored/Library Partnered Events

- All single lecture and lecture series must be open to the public and co-sponsored by a librarian.
- The Librarian who is co-sponsoring the event will be in charge of opening and closing the room and should be present for the event.
- The requester must inform Library Administration in the online form which Librarian is acting as the Subject Specialist liaison for the event. A list of Librarian Subject Specialists can be found [here](#).

If you are an outside party not affiliated with San Diego State University you should contact [SDSU Business Affairs](#) for reservation options.

The library is committed to furthering the development of our services and will continue to support all educational endeavors through the use of these rooms. It is fundamental in our mission to support the wider campus in its pursuit of information, curricular, and research needs to create a diverse community. If there are any questions about the Library's policies and guidelines feel free to contact the Library Dean's Office at (619) 594-6014.

¹Library Instruction Hold- The first ten weeks of the semester fall within the Library's instruction hold time period wherein if a request for library instruction comes, it will have priority. During this period, all events scheduled in rooms LL 430/431 will be tentatively scheduled and subject to cancellation. The library will only officially confirm an event the week prior to the event, meaning it will no longer be subject to cancellation.

²The President's Office and the Provost have priority over LA 4450 year round. If either of those offices make a request then your event may be cancelled.