

Room Policies and Guidelines

The Library's meeting rooms are available for wider campus use to faculty and staff members by request only. Eligible requests are approved at the discretion of the Library's administrative office who reserves the right to refuse the use of these rooms.

Reservations

Requests for meetings rooms must be made through our online portal for which you must have a valid @sdsu.edu email address. The meetings/events that are scheduled in the rooms are intended for faculty and staff who need the space to conduct a single meeting. Requests for weekly, or monthly, meetings from university departments and organizations will be considered on an individual basis. The Library does not approve requests for regularly scheduled academic classes or for student organization meetings or events.

Room requests are granted in the order they are received with the Library receiving first priority and campus requests receiving second priority. In addition, users must agree to enforce the Library's room policies for the use and care of the rooms. Failure to do so may result in the denial of future requests. In addition to this, the library has priority over LL 430/431 in the first ten weeks due to the Library Instruction Hold¹.

Use and Care of the Facilities

The organizer of the event is responsible for leaving the room in its original state—the charts behind the podium in LL 430/431 should be used to put those spaces back in order. We ask that anyone who does use the rooms be mindful of the next meeting/event that will take place and to please let our office know if there is an issue.

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 room is to be left in the same clean condition/furniture configuration in which it was found. The person responsible for the event is in charge of setting up the room configuration to meet their specifications.

- The person in charge of the 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 administrative office (LA-2250). If the requester is unable to pick up the key, Library Dean's Office staff must be notified and given the name of the person who will 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 administrative 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, please use the online system so that the room can be made available to others on campus.
- Attendance numbers for your event should be taken and given to our staff by, either sending an email to libadmin@sdsu.edu or using the online form, 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 should input which Librarian is acting as the Subject Specialist liaison for the event in the online form. 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 [Conference Services](#) 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. Therefore, under the agreed room reservation procedures, your event may be cancelled if a library instruction request comes in. The week prior to your event, Library Administration will consider your event confirmed and not subject to cancellation, but up until that point your reservation will remain subject to cancellations. If you are hosting a series of dates and times, we will only consider the event that is upcoming for the next week confirmed, not the entire series. You will not receive additional confirmation emails confirming your meeting, only an email if we need to cancel your reservation.