



John B. Coleman Library Room Booking and Room Use Policies

I. Event Room 108 –

1.1. Room booking:

- 1.1.1 Complying with the University Policy (<https://www.pvamu.edu/studentengagement/university-policy/expressive-activity-on-campus/> ,) all student event organizers will reserve Room 108 from the Office of Student Engagement application PV Pawlink <https://pvpawlink.pvamu.edu/>
- 1.1.2 The Library Administrative Coordinator reviews these requests with PV Pawlink and reserves room for student groups based on availability.
- 1.1.3 Faculty and staff can reserve the room from the webpage Reserve a Room <https://www.pvamu.edu/library/reserve-a-room/> from the library website on a first come, first served basis for departmental events and meetings.
- 1.1.4 Room reservations cannot be made for courses as an alternative classroom during a regular semester. These reservations will be canceled with a cancellation email notification to the faculty member.
- 1.1.5 Faculty, staff, and student groups can reserve recurring events throughout one semester.
- 1.1.6 Unapproved group events will be asked to leave the library. Future booking may be affected.
- 1.1.7 Circulation staff checks in event organizers according to the Room 108 Calendar <https://www.signupgenius.com/go/10C0C44A8AD2DA1FEC07-library1#/>
- 1.1.8 The Director of the Libraries can cancel the reservation with a cancellation email notification.

1.2. Room Availabilities:

- 1.2.1 Regular semester hours: Monday - Thursday, 8 a.m. to 10 p.m.;
Friday – Saturday, 8 a.m. to 4 p.m.; Sunday, 1 p.m. to 10 p.m.
- 1.2.2 Intersession hours: Monday – Friday, 8 a.m. to 4 p.m.
- 1.2.3 Summer session hours: Monday – Thursday, 8 a.m. to 8 p.m.;
Friday – Saturday, 8 a.m. to 4 p.m.

1.3. Room Amenities:

- 1.3.1 The maximum capacity is 79 seats, according to information provided by the PV Fire Protection Manager at UPD.
- 1.3.2 The room has a built-in presenter's desktop, microphone, speaker, and a wall projector.
- 1.3.3 A presentation clicker and a webcam can be checked out at the circulation desk.
- 1.3.4 Request audio-visual systems from Mr. John Douglas, Manager of Audio-Visual Services in CITE, via email at jmdouglas@pvamu.edu at least 5 days before the event.

1.4. Room Use Guidelines:

- 1.4.1. The meeting organizer signs in at the Circulation Desk for the staff to unlock the room.
- 1.4.2. Ensure the event ends on time and the room is reset by the end of the reservation time.
- 1.4.3. The room is left the way you find it. All chairs and tables are folded and put aside along the wall.
- 1.4.4. No Candles and Incense: In conjunction with fire safety regulations.
- 1.4.5. Money cannot change hands - nothing can be sold in the room, nor can a fee be charged to attend.
- 1.4.6. Food/beverages are allowed in room 108. Be sure to clean up after the event.
- 1.4.7. The room must be left in order – trash should be put in garbage bags and taken to the dumpster behind the library.
- 1.4.8. State law prohibits smoking, including a lighted pipe, cigar, cigarette, tobacco, e-cigarette, or any other type of nicotine delivery device or smoking substance in the library building. University Policy# Smoking <https://www.pvamu.edu/policies/wp-content/uploads/sites/56/34.05.99.P1.pdf>
- 1.4.9. Violation of the student conduct/handbook will be reported.
- 1.4.10. Library staff will file an incident report if violations occur from the library homepage – Reserve a Room – Incident report https://pvamu.co1.qualtrics.com/jfe/form/SV_9oY1Q9p4DDa6nMG

II. Conference Room 508 –

2.1. Room booking:

- 2.1.1. Room 508 is available for faculty and staff only for departmental meetings and training.
- 2.1.2. Faculty and staff can reserve Event Room 508 from the webpage Reserve a Room <https://www.pvamu.edu/library/reserve-a-room/> on the library website on a first come, first served basis.
- 2.1.3. Room reservations cannot be made for courses as an alternative classroom during a regular semester. These reservations will be canceled with a cancellation email notification to the faculty member.
- 2.1.4. If the instructor who reserves the room is absent at the event, library staff can cancel the reservation with a cancellation email notification.
- 2.1.5. The Director of the Libraries can cancel the reservation with a cancellation email notification.

2.2. Room Availabilities: Monday – Friday, 8 a.m. to 4 p.m.

2.3. Room Amenities:

- 2.3.1. The maximum capacity is 45 seats, according to information provided by the Fire Safety Manager at UPD.
- 2.3.2. The room has 37 chairs and a long conference table.
- 2.3.3. Request audio-visual systems from Mr. John Douglas, Manager of Audio-Visual Services in CITE, via email at jmdouglas@pvamu.edu at least 5 days before the event.

2.4. Room Use Guidelines:

- 2.4.1. The meeting organizer signs in at the Circulation Desk for the staff to unlock the room.
- 2.4.2. Ensure the event ends on time and the room is reset by the end of the reservation time.
- 2.4.3. The room is left the way you find it. If you move the chairs, return them as you found them.
- 2.4.4. No Candles and Incense: In conjunction with fire safety regulations.
- 2.4.5. Money cannot change hands - nothing can be sold in the room, nor can a fee be charged to attend.
- 2.4.6. Food/beverages are allowed in room 508. Be sure to clean up after the event.
- 2.4.7. The room must be left in order – trash should be put in garbage bags and taken to the dumpster behind the library.

- 2.4.8. State law prohibits smoking, including a lighted pipe, cigar, cigarette, tobacco, e-cigarette, or any other type of nicotine delivery device or smoking substance in the library building. University Policy# Smoking <https://www.pvamu.edu/policies/wp-content/uploads/sites/56/34.05.99.P1.pdf>
- 2.4.9. Violation of the student conduct/handbook will be reported.
- 2.4.10. Library staff will file an incident report if violations occur from the library homepage – Reserve a Room – Incident report https://pvamu.co1.qualtrics.com/jfe/form/SV_9oY1Q9p4DDa6nMG

III. Research and Instruction Lab (RI Lab) Room 127D –

3.1. Room booking:

- 3.1.1. RI Lab 127D is mainly for instructional sessions by Research and Instruction Librarians.
- 3.1.2. The lab can be reserved by faculty and staff for training or presentation when no library instruction is scheduled.
- 3.1.3. Classes and activities in the lab are to keep the volume down so as not to disturb patrons in the quiet study area in the Periodical Department. Library staff can request that the noise level be lower or risk future booking cancellations.
- 3.1.4. Faculty and staff can reserve the room from the webpage Reserve a Room on the library website <https://www.pvamu.edu/library/departments/reference-information-services-2/ri-lab/> to request a library instruction class or to request an event held in the RI Lab 127D. Reference and Instruction receive requests by email.
- 3.1.5. Reference and Instruction Librarians use the 127D Calendar link <https://www.signupgenius.com/go/rilab127d> from the webpage “RI Lab Room 127D.” <https://www.pvamu.edu/library/departments/reference-information-services-2/ri-lab/> to reserve instruction classes and other events following the Room Booking Policy.
- 3.1.6. Library staff in the circulation and periodical departments can view the RI Lab 127D calendar at <https://www.signupgenius.com/go/rilab127d> to inform patrons.
- 3.1.7. Instructors and event organizers should sign in at the Reference Desk.

- 3.1.8. Library instructions will take priority over scheduled events. Reference and Instruction Librarians can cancel previous reservations if needed.
- 3.1.9. If the faculty or staff member who reserves the room is absent from the event, the event can be canceled.
- 3.1.10. Librarians on duty can open Room 127D for students to take exams.

3.2. Room Availability:

- 3.2.1. Monday – Friday, 8 a.m. to 5 p.m.
- 3.2.2. Monday – Thursday, 5 p.m. to 9 p.m. - only for reference and instruction classes.

3.3. Room Amenities:

- 3.3.1. The maximum capacity is 92 people, according to information provided by the Fire Safety Manager at UPD.
- 3.3.2. 30 all-in-one desktops with a built-in camera, microphone, and speaker.
- 3.3.3. One instructor's desktop with speaker. A webcam for virtual meetings can be checked out at the circulation desk.

3.4. Room Use Guidelines:

- 3.4.1. The event organizer signs in at the Reference Desk for the reference librarians to unlock the lab.
- 3.4.2. Ensure the event ends on time and the room is reset by the end of the reservation time.
- 3.4.3. The room is left the way you find it. If you move the tables and chairs, return them as you found them.
- 3.4.4. The room must be left in order – trash should be put in garbage bags and taken to the dumpster behind the library.
- 3.4.5. No Candles and Incense: In conjunction with fire safety regulations.
- 3.4.6. Money cannot change hands - nothing can be sold in the room, nor can a fee be charged to attend.
- 3.4.7. No food or drink is allowed in Room 127D.
- 3.4.8. No space heater is allowed in Room 127D.
- 3.4.9. State law prohibits smoking, including a lighted pipe, cigar, cigarette, tobacco, e-cigarette, or any other type of nicotine delivery device or smoking substance in the library building. University Policy# Smoking <https://www.pvamu.edu/policies/wp-content/uploads/sites/56/34.05.99.P1.pdf>
- 3.4.10. Violation of the student conduct/handbook will be reported.

3.4.11. Library staff will file an incident report if violations occur from the library homepage – Reserve a Room – Incident report
https://pvamu.co1.qualtrics.com/jfe/form/SV_9oY1Q9p4DDa6nMG

Karl Henson

1/30/2025 | 8:50 AM CST

Karl Henson

Approved Interim Library Director