

Gellert Library Space Use Policy:

This document explains the policies related to space use at the Gellert Library. First and foremost, the goal of the Library is to uphold its mission:

The Carl Gellert and Celia Berta Gellert Library at Notre Dame de Namur University provides access to knowledge and information resources and assists students, faculty, staff, and all who seek information from the Library in the most effective methods of identifying and acquiring information resources to meet their curricular and research needs. The Library is a key component in the development of information policy for the campus and plays a key role in instruction, knowledge development, creativity, cultural transmission, and the scholarly communication process.

The Library provides an environment for free and open inquiry, fostering the interpretation, integration, and application of knowledge in all fields. It strives to create and support a pluralistic, highly qualified, and flexible Library faculty and staff committed to excellent service, continuous learning, and the values of the education experience.

In order to meet the Library's mission, priority of space use will always be given to library meetings, instruction sessions, and Library sponsored events. All use of Library space must be approved by the Director.

Physical space of the Gellert Library

All events or meetings, regardless of size and purpose, must be approved by the Library Director. Due to the open layout of the Library, events or meetings are restricted to the reference desk area (west side of the building) or behind the art wall (east side of the building). We are unable to provide a private or enclosed space. Exceptions are made for major university events such as Week of Welcome and University Day, which take place in the large center space.

Groups eligible for Reserving Library Space:

The only groups eligible for reserving tables/space in the library are the President's Office including the Board of Trustees and the Provost and associate Provost; faculty forum, and the Academic Success Center for testing purposes and Inside Track Coaching.

Small student organizations and study groups (groups of 10 or less) may use library space, but must secure a table and chairs on their own.

For events scheduled by groups who can reserve space, please provide the Library with event details (time, date, # of attendees, etc) 5 business days in advance. Provide a preferred date and an alternate date.

Times:

In order to keep student study time a priority, events may not take place during the following days and hours:

1. Midterms week (fall and spring)
2. The last two weeks of each semester
3. Holidays during which the library is closed
4. Day time peak hours: 4:00 – 6:00 pm and 7:00 pm – close

Exceptions can be made – please speak with the Library Director.

Furniture and Technology

Library staff will not reconfigure or reserve furniture for any events. If approved by the Library Director, you may contact facilities staff to place a request to move furniture. You are required to ensure that the furniture will be returned to its standard configuration following the event. Please provide and set up your technology, or speak to OIT about providing technology. The Library will not provide technology or technology assistance. Any use of microphones or amplified sound must be approved by the Library Director.

Food and Drink

Any food or drink brought into the Library for an event must be approved by the Library Director. Please make sure tables, chairs, and the floor are cleared of food after your event.

Questions: email the library at library@ndnu.edu or stop in to speak with a librarian.