

Library ScholarSpace User Agreement

The ScholarSpace, located in room 301 on the 3rd floor of the library, will be used for hosting visiting lecturers, public events and scholarly communication on campus. Library faculty and staff will have priority use of this room.

The library will schedule the ScholarSpace for events during **regular library hours**.

The library will promote ScholarSpace events by posting them on the Rod Library calendar and website. Email lib-prc@uni.edu to request assistance. Units/departments can work with University Relations (319-273-2761) to publicize events beyond the Rod Library community.

The ScholarSpace holds a maximum of 100 people. If you need space for 50 people or less, we will help you locate another space within the library.

The ScholarSpace can be reserved by all members of the University of Northern Iowa community.

The ScholarSpace key will need to be checked out from the Circulation Desk. Please bring your UNI ID or have your fingerprint on record with the DOR.

Inside the podium, you will find a folder that shows how to control the lights and the default arrangement of the tables and chairs.

Should you choose to have food/beverages at your event in the ScholarSpace, you will be required to adhere to the following rules:

1. Your group is responsible for supplying the food/beverages, serving items, utensils, and any other items needed to serve. Please follow University food and beverage policy for events on campus. <http://www.uni.edu/policies/1317> and <http://www.uni.edu/policies/1318>
2. Your group must do a thorough cleanup of the room at the immediate end of your event. All trash must be picked up and put into the trash receptacles. All leftovers must be removed and taken with you or moved to the staff lounge. All surfaces (tables) need to be wiped clean. The spray cleaner and napkins are located under the podium. If the room needs vacuuming, please contact the Dean's office. If the room is not cleaned, there will be a \$25 charge.
3. The furniture in the room will be set as a default arrangement. If you rearrange the room to fit your needs, please remember to put the furniture back in the default. If the room is not arranged to fit your need and you would like the library staff to rearrange the room, there is a \$25 charge.
4. There is technology (computer, microphones, two 90" tvs, projector and projection screen; a lap top may be checked out at the Circulation Desk) in the room for your use.

Any violation of these policies may result in the organization's revocation of the use of the ScholarSpace.

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Name of Event _____

Date of Event _____ Time of Event _____

Print Name of Group Rep _____

Signature of Group Rep _____

(I have read the user agreement and agree to abide by the terms in the agreement by signing above)