Library Policy #39: Addlestone Library Spaces Policy

1.0   Purpose
2.0   Scope
3.0   Responsibility
4.0   Library Spaces

1.0   Purpose

The purpose of the Addlestone Library Spaces Policy is to establish the guidelines for using open access and reservable spaces in the library.

2.0   Scope

This policy applies to faculty, staff, students, guests, affiliated patrons, and unaffiliated patrons of the library admitted in compliance with the Addlestone Library Access Policy.

3.0   Responsibility

It is the responsibility of all library employees, including student employees, to report violations of this policy to the Access & Instruction Desk or to Public Safety.

4.0   Library Spaces

4.1   All Spaces

4.1.1   Addlestone Library offers a variety of spaces to the College of Charleston community, which are detailed on the library website.

4.1.2   Some spaces require users to make reservations through the library's website, Access & Instruction Desk, or administration office, while others are available as open access without reservations.

4.1.3   Leaving unattended items in an unscheduled space does not constitute a reservation, and others may use library spaces even if unattended items are left behind. At Public Safety's discretion, unattended items may be removed and brought to the Library's Lost & Found or Public Safety.

4.1.4   The library is not responsible for personal property left in any library space.

4.1.5   All library spaces are subject to the Addlestone Library Code of Conduct.

4.1.6   Patrons violating library policies may have their library privileges restricted or suspended or be asked to leave the library.

4.2   Standalone Chairs, Tables, and Carrels

4.2.1   Standalone chairs, tables, and carrels in the open areas of the library are available to all on a first-come, first-served basis. Standalone chairs, tables, and carrels may not be reserved and are shared spaces. If there is an available seat, patrons are welcome to occupy it.

4.2.2 Quiet conversation, video conferences, and cell phone calls at tables and carrels in open areas of the library are permitted on the first floor only.

4.2.3 Open areas on the second and third floors are designated for silent study. Patrons talking, either in-person or on video conference and phone calls, at the tables and carrels on the second and third floors will be asked to relocate.

4.3 Special Collections and SC Historical Society Reading Room 340

4.3.1 Unless otherwise posted, the Special Collections and SC Historical Society Reading Room is open to all. Operating hours are posted on the library's website.

4.3.2 Due to the nature of the holdings, all reading room patrons are required to sign in and register at the Special Collections service desk.

4.3.3 All patrons are also required to acknowledge and abide by the rules governing research in the Special Collections and SC Historical Society Reading Room outlined on the Special Collections website and posted in the reading room.

4.3.4 Priority seating is given to patrons using Special Collections and SC Historical Society Archives holdings for research.

4.4 Room 360

4.4.1 Room 360 is designated primarily for students to use as open study space without a reservation.

4.4.2 Quiet conversation is permitted, but noise should not be heard outside the room.

4.4.3 Questions about reserving this room for Library or College events may be directed to the library's administration office.

4.5 Room 311

4.5.1 Room 311 is an open access silent study room available to students without a reservation.

4.5.2 Users talking in this room will be asked to relocate.

4.6 Student Study Rooms

4.6.1 Study rooms are for the exclusive use of College of Charleston students working on College course-related work.

4.6.2 Current students may reserve study rooms from the library's website.

4.6.3 Study rooms may be used by students without a reservation; however, users without reservations must leave when requested by someone with proof of a valid reservation, i.e., a confirmation email of the reservation.

4.6.4 Study rooms are not soundproof, and noise should not be heard outside the rooms.

4.6.5 Study rooms may not be used for clubs, recreation, or meetings.

4.6.6   Chairs may not be removed from study rooms.

4.7   Digital Project Workstations

4.7.1   Digital project workstations are available to users with College of Charleston credentials.
4.7.2   Workstations may be reserved from the library's website.
4.7.3   Digital project workstations may be used without a reservation; however, users without reservations must leave when requested by someone with proof of a valid reservation, i.e., a confirmation email of the reservation.

4.8   Podcast Studios

4.8.1   Podcast studios are available to users with College of Charleston credentials or an active Friends of the Library membership.
4.8.2   College of Charleston users may reserve the Podcast Studios from the library's website.
4.8.3   Friends of the Library members may reserve the Podcast Studios by contacting the Access & Instruction Desk.
4.8.4   Users will check out a podcast studio key at the Access & Instruction Desk at the time of the reservation.

4.9   Room 227

4.9.1   Room 227 is a lecture, teaching, and meeting space.
4.9.2   When not in use for Library or College events, students may use this room as open study space without a reservation.
4.9.3   Quiet conversation is permitted, but noise should not be heard outside the room.
4.9.4   Questions about reserving this room for Library or College events may be directed to the library's administration office.

4.10   Classrooms 120, 122, and 127

4.10.1   Classrooms are designated for librarian and archivist-led instruction and are not reservable through the Office of the Registrar.
4.10.2   Classrooms are available as student study spaces when not reserved for library instruction. Quiet conversation is permitted, but noise should not be heard outside the room.
4.10.3   Faculty seeking library instruction for their students may use the instruction request form in the Faculty Services section of the library website.
4.10.4   Faculty seeking a classroom for non-library-related instruction should contact the Office of the Registrar.
4.10.5   Astra Schedule, available in My Portal, should be used for all other non-library-related room requests.

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