Use of Group Spaces in the Library

Policy for the Use of Group Spaces in the Drew University Library

The Drew University Library has a number of group spaces where Drew students, faculty, and staff may pursue scholarship and knowledge. The Library, and its partners in the Academic Commons (University Technology, Instructional Technology, and the Center for Academic Excellence) reserve the right to limit the use of the following rooms* to their primary purpose:

- UT/Library Classroom
- Multi-Purpose Room
- Pilling Room
- Doctoral Student Lounge
- Staff Room

Faculty and staff of the Library, University Technology, Instructional Technology, and the Center for Academic Excellence may schedule events and classes in the UT/Library Classroom, the Multi-purpose Room, and the Staff Room at their discretion for their own use, provided there is no event or class previously scheduled at the same date/time.

Requests for use of these rooms by other campus groups must be approved four weeks in advance to determine that such use will not intrude upon or negatively impact the needs of those coming to study or to use the various services offered within the Library’s walls. Requests by non-AC units will also be screened to ensure that such use does not conflict with previously-scheduled events, the Library’s open hours, the food and drink policy, etc.

Requests by non-AC campus units to schedule an event in the UT/Library classroom and the Multi-Purpose Room are handled by the Circulation Dept: 973-408-3486. Should additional services be needed, approved requesting units should contact the Media Resource Center at mrc@drew.edu. Auxiliary Services work orders may be emailed to events@drew.edu; their phone number is 973-408-3103.

All rooms may be used at the discretion of the Office of the President and the Board of Trustees during the fall and spring semesters, provided such use does not conflict with reading day/exam periods.

*Use of the Thomas H. Kean Reading Room and the Library’s Group Study Rooms are governed by separate policies. Classroom use of LC16 is scheduled by the Registrar; this room may be used for individual or group study when not being used by scheduled classes.

Affirmed by the Library Council: November 1, 2017