

## **Levi Watkins Learning Center Policy Overview**

The Levi Watkins Learning Center (LWLC) allows Alabama State University (ASU) students, administrators, organizations, faculty and staff, the use of spaces within the library. The LWLC provides access to space for uses consistent with the Library's mission, particularly the LWLC's responsibility to provide learning opportunities, research, scholarship and cultural activities.

### **Reservations**

All reservations pertaining to the Civil Rights Courtyard, the Lecture Hall, the Seminar Room 328, 5<sup>th</sup> Floor Movie Area and the Library Steps must be approved by the Library Dean. To reserve these spaces go to <http://lincdoc/lincdoc/doc/run/asu/FRF> to complete an online Facilities Request Form at least 4 weeks in advance of the event. The room will not be reserved until final approval of the facility request form. Request should be made no more than 6 weeks in advance of the event. The user must follow the policies and procedures of the LWLC. The Library does not provide cleaning service, please arrange to leave the rooms in the same condition in which they were found prior to usage. Failure to do so may affect future bookings.

The LWLC reserves the right to evaluate whether a proposed activity is consistent with its mission. The LWLC also reserves the right to deny any requests for the use of space based on the nature of the intended activity as it relates to the intended purpose of the space.

### **Room Description/ Use**

Spaces on the first floor can be reserved by students, faculty, staff, and administrators. These spaces lend themselves to culturally based programs, including lectures, symposia, book discussions, workshops, poetry reading and forums. The spaces include: the Civil Rights Courtyard, the Lecture Hall, and the Library Steps.

Other spaces open for programming in the library include academic areas solely designated for the purpose of teaching and learning. These spaces include: faculty development rooms, labs, studios and information commons. Spaces will be made available if all stated procedures are followed. Request for space will be prioritized based on its proposed uses.

Priority for space will be given to activities with an academic focus, activities proposed by University administrators or academic departments, activities proposed by student academic and service organizations. Finally, request from entities outside of the University will be given considerations based on how well the requests corresponds to the LWLC mission, availability and the nature of the activity. Request for recurring events are generally not approved for space reserved in the LWLC.

**Levi Watkins Learning Center  
Special Events Spaces  
Policies & Procedures**

**Reservations**

All reservations pertaining to the Civil Rights Courtyard, the Lecture Hall, the Seminar Room 328, the 5<sup>th</sup> Floor Movie Area and the Library Steps must be approved by the Library Dean. To reserve these spaces go to <http://lincdoc/lincdoc/doc/run/asu/FRF> to complete an online Facilities Request Form at least 4 weeks in advance of the event. Request should be made no more than 6 weeks in advance of the event.

- The availability of these spaces may be provided prior to submitting a facility request form. However, the room will not be booked/reserved until final approval of the facility request form.
- Groups will not be permitted to hold regularly scheduled meetings unless sponsored or cosponsored by LWLC or National Center staff.
- Upon adequate notice and for adequate reasons, the LWLC reserves the right to revoke permission to use of spaces in the LWLC.

**Cancellations**

The LWLC requires at least 24 hours notice of a meeting or event cancellation, except in the case of inclement weather. In unforeseen emergencies in which the library has to cancel a meeting, the library will attempt to give the group as much notice as possible.

**Responsibility/Liability**

Users of this space must comply with LWLC General Policies. The user must take full responsibility for the activity and must adhere to the Library's policies, rules and procedures. The library will not assume responsibility for security issues or loss of property in connection with the event or those in attendance. Campus organizations must have an advisor present for any function to take place in the LWLC.

**Capacity**

The number of attendees for all activities must not exceed the capacity (see below) of the reserved space.

<b>SPACE</b>	<b>CAPACITY</b>
Civil Rights Courtyard	
Lecture Hall (Rm 164)	65
Seminar Room (Rm 328)	27

**Hours**

All activities must be held during Library hours Monday through Friday. Events must end ½ hour before Library closing.

**Recording**

Recording of activities including audio, filming, and photographs must be approved by the Library in advance. Recording is restricted to the area where the activity is held.

**Media Equipment**

All media equipment needs must be requested in advance of the special event.

**Food, Drinks, and Alcohol Beverages**

No food or drinks are allowed in the Library.

**Publicity**

Groups may not state nor imply that the Library is sponsoring their meeting or event. Publicity announcing meetings should in no way imply Library sponsorship. Only those activities sponsored by the LWLC will be advertised by the Library.

**Registration and Signage**

All activities must take place within the assigned area, including registration. Signage or informational materials such as announcements and invitations must be approved by the ASU Publications Department. No tape or adhesive of any kind may be used on the walls or the furniture.

**Security**

Security for activities is encompassed within the routine duties of the Library's Security Office to monitor and secure the building and its occupants. No admittance to events other than through the library's main front entrance unless approved in advance in order to protect the library's security. Additional security needs and use of outside security persons must be cleared in advance with ASU Department of Public Safety.

**Exhibitions**

Those requesting to exhibit in the Library must take full responsibility for the materials and persons involved in the installation, display, and removal of the exhibit. The Library provides no assistance in the installation and removal of the exhibit. The Library will not insure the exhibit and has no responsibility or liability for the theft or damage of materials on exhibit or injury of the persons who install and remove the exhibit.

Activities such as receptions, media coverage, and exhibit hours must adhere to the same rules, regulations, and procedures as all other activities in the space. Any exceptions must be documented in a written agreement signed by the Dean of the Library and the exhibitor.

## **Set-up and Clean-up**

The Library provides the following equipment to be set-up in the Civil Rights Courtyard and the Lecture Hall: folding chairs, projectors, podium, and microphone. If an alternative set-up is desired the user will be responsible for the physical arrangement of the space. All set up with furniture and equipment in the space must be returned to its original arrangement after an event. No tape or adhesive of any kind may be used on the walls or the furniture.

The user is responsible for cleaning the space at the close of the activity (remove paper, clean table tops, take down signs, and place trash in cans, etc) and advising Library of any damage to or problems with facilities, furnishings or equipment. All reserved spaces/rooms must be left in a clean and orderly condition. Failure to do so may affect future bookings.

## **Additional Policies**

### **Seminar Room**

The Seminar Room is available for small group meetings, seminars and workshops. This space is not available for the following:

- Classes conducted by instructors
- Study groups
- Administering examinations
- Non-library related groups soliciting or actively selling items or services
- Social gatherings, social clubs or social activities, unless approved by the Library Dean in advance

### **Civil Rights Courtyard**

The Civil Rights Courtyard is a part of the LWLC and is open to students, faculty, administrators, staff and the general public.

#### **All Visitors**

- The Courtyard is open during regular library operating hours
- The Courtyard is for repose and contemplation, please keep noise to a minimum and refrain from using phones in the garden area
- Any person visiting the Courtyard should be careful not to damage the foliage
- No smoking, drugs or alcohol is allowed inside any area of the library, courtyards or patios.
- Children (under 16 years old) attending and participating in activities must be under the supervision of an adult in the Garden

## Art Gallery

### **Art Shows**

- The Art Gallery is intended to provide an aesthetically pleasing space to display fine art
- The Exhibition Committee, of the LWLC has primary responsibility for displaying art in the Art Gallery
- The display of art in the Art Gallery may involve collaboration between the library and the National Center for the Study of Civil Rights and African American Culture
- Other on-campus organizations and divisions can apply to have an art show considered for exhibition in the Art Gallery
- Request to have art displayed in the Art Gallery can be made at the Administrative Office on the second floor of the library
- The Exhibit Committee will convene to determine if the proposed art exhibit warrants
- The Exhibit Committee will make a recommendation to the Dean of the Library, and the Dean of the Library will make the final decision
- A new art exhibit will be hung for 4 months

### **Receptions & Special Events**

Art Openings, receptions and other special events will follow the policies for “Special Events Spaces.”

## **Levi Watkins Learning Center Teaching & Learning Spaces (Faculty) Policies and Procedures**

### **Room Description/ Use**

The LWLC provides flexible Teaching & Learning Spaces to support teaching, learning and research at ASU. The Teaching & Learning Spaces for Faculty include: faculty research & development rooms and information commons. These spaces in the LWLC are ideal for ASU faculty to conduct research, to facilitate informal classes and to host small group meetings and seminars.

### **Reservations**

To reserve a Teaching & Learning space, ASU faculty can complete a reservation request form at least 2 **weeks** in advance or by calling 229-8691 during library business hours. (EXCEPTION: Requests for Faculty Research Rooms are due during the **first week of classes** of each semester.)

### **Cancellations**

The LWLC requires at least 24 hours notice of a meeting or event cancellation, except in the case of inclement weather. In unforeseen emergencies in which the library has to cancel a meeting, the library will attempt to give the group as much notice as possible.

**Responsibility/Liability**

Users of this space must comply with LWLC General Policies. The user must take full responsibility for the activity and must adhere to the Library's policies, rules and procedures. The library will not assume responsibility for security issues or loss of property.

**Hours**

All research, teaching and learning activities must be held during Library hours. Classes must end ½ hour before Library closing.

**Capacity**

The number of users for all activities must not exceed the capacity (see below) of the reserved space.

<b>SPACE</b>	<b>CAPACITY</b>	<b>TIME LIMIT</b>
Faculty Research Rooms 3 <sup>rd</sup> floor	1	3 hours or 1 semester
Faculty Group Study Room 3 <sup>rd</sup> floor (Rm 353)	4	3 hours

<b>SPACE</b>	<b>CAPACITY</b>	<b>TIME LIMIT</b>
Information Commons 3 <sup>rd</sup> Floor	15-20	3 hours
Information Commons 5 <sup>th</sup> floor	15-20	3 hours
Seminar Room 3 <sup>rd</sup> Floor (Rm 328)	27	3 hours
5 <sup>th</sup> Floor Movie Area	25	3 hours

**Library & Personal Materials**

Library materials must be checked out in advance when using this space. Book bags may be requested for search when entering this space. Personal materials and library books may NOT be left unattended in the group study or individual research rooms while in class, for extended periods of time, or overnight.

**Media Equipment**

All media equipment needs must be handled in advance by the library's media staff. The library will not assume responsibility for media needs at the time or during the event. The Administrative Office staff is not responsible for requesting this equipment and Library staff is not available to run AV equipment during meetings or events.

## **Additional Policies**

### **Faculty Development Room, Faculty Group Study Room, Seminar Room & Information Commons (3<sup>rd</sup> & 5<sup>th</sup> floor)**

- Faculty Development, Faculty Group Study and Seminar rooms priority usage is for groups of 3 or more people with proof of advance reservation. Rooms may not be reserved or “held” for one person only.
- Groups with reservations must have proof of confirmation.
- Group study room users without reservations must leave when requested by a group with proof of valid reservation.
- Rooms cannot be reserved or held by placing personal belongings in them. Unattended items will be removed.
- Seminar room is available for workshops and seminars.

### **Faculty Research Rooms & Guest Research Office**

- Five Faculty Research Rooms (3<sup>rd</sup> floor) can be reserved by completing an online reservation request form due during the **first week of classes** of each semester. Faculty can choose to reserve these research rooms on a weekly, monthly or semester basis. Faculty must receive written confirmation of approval. Faculty research rooms have a desk, chair and network connection. Upon approval, keys will be assigned by the LWLC Evening and Night Manager.
- Research materials and checked out library books can be left in reserved Faculty Research Rooms. However, the LWLC will not assume responsibility for security issues or loss of property.

## **Levi Watkins Learning Center Teaching & Learning Spaces (Students) Policies and Procedures**

### **Room Description/ Use**

The LWLC provides flexible Teaching & Learning Spaces to support teaching, learning and research at ASU. The Teaching & Learning Spaces for Students in the LWLC are ideal for ASU students to conduct research, to facilitate study groups, and to develop/collaborate on presentations. These spaces include:

**Presentation Practice Studio:** ASU students can work individually or in small groups to create/view DVDs and to develop/collaborate on presentations.

**Individual, Double Occupancy & Group Study Rooms:** ASU students can work individually or in small groups to develop/collaborate on presentations, assignments and research.

**Graduate Research Lab & Carrels:** ASU graduate students can work individually or in small groups to develop/collaborate on presentations, assignments and research.

**Reservations**

To reserve a Teaching & Learning space, students, faculty, or staff members can reserve a room at the Information Desk with a valid ASU ID. Students must be enrolled for the current semester. Users will receive a reservation card as proof they have appropriately reserved the room. Return card to the Information Desk and sign out. Individual study rooms are first-come first served.

**Responsibility/Liability**

Users of this space must comply with LWLC General Policies. The user must take full responsibility for the activity and must adhere to the Library’s policies, rules and procedures. The library will not assume responsibility for security issues or loss of property.

**Hours**

All Teaching and Learning spaces are only available during the hours the Library is open. **All rooms must be vacated 10 minutes prior to closing.**

**Capacity/Time limit**

The number of users for all activities must not exceed the capacity (see below) of the reserved space. Students, faculty and staff of ASU may reserve these spaces for up to 3 hours. Based upon availability additional time may be scheduled.

<b>SPACE</b>	<b>CAPACITY</b>	<b>TIME LIMIT</b>
Individual Study Rooms	1	n/a
Double Occupancy Study Rooms	2	2 hours
Group Study Rooms	6-8	2 hours
Presentation Practice Studio	6	2 hours
Graduate Research Lab	8	2 hours

**Library & Personal Materials**

Library materials must be checked out in advance when using this space. Book bags may be requested for search when entering this space. Personal materials and library books may NOT be left unattended in the individual rooms, double occupancy rooms, group study rooms, graduate research lab or the presentation practice studio while in class, for extended periods of time, or overnight. Materials and personal items left unattended will be removed. Library books that are not checked out will be returned to the stacks.



### **Set-up and Clean-up**

Do NOT add or remove furniture from the individual rooms, double occupancy rooms, or group study rooms, graduate research lab or the presentation practice studio. The user is responsible for cleaning the space before leaving in preparation for the next person. All reserved spaces/rooms must be left in a clean and orderly condition. Failure to do so may affect future use of the space.

### **Additional Policies**

#### **Presentation Practice Studio**

- No food or beverage is allowed in the Presentation Practice Studio.
- Presentation Practice Studio and equipment are available for teaching and learning activities only.
- The Presentation Practice Studio is not intended for commercial or entertainment use.
- Users may bring their laptop computer for use in the Presentation Practice Studio or one can be checked out from the LWLC information desk.
- Users requesting access to the Presentation Practice Studio accept full responsibility for equipment and activities within the room.
- Requesters may be assessed fees for damaged or missing equipment in the Presentation Practice Studio. An LWLC staff member should be notified immediately in the event of equipment malfunction or failure.

#### **Individual Study Rooms**

- Individual Study Rooms are available on a first come first served basis.
- Occupancy is limited to one person for individual rooms. (See Study Room Policy posted on the door).
- Keep the noise down so as not to disturb others.

#### **Double Occupancy Study Rooms**

- Double Occupancy Study Rooms must be checked out or reserved at the 1<sup>st</sup> Floor Information Desk.
- Occupancy is limited to two people per room. (See Study Room Policy posted on the door).
- Keep the noise down so as not to disturb others.

#### **Group Study Rooms & Graduate Research Lab**

- Group Study Rooms and the Graduate Research Lab must be checked out or reserved at the 1<sup>st</sup> Floor Information Desk.
- Occupancy is limited to two people per room. (See Study Room Policy posted on the door).
- Keep the noise down so as not to disturb others.

## How to Reserve Double Occupancy, Group Study Room, or the Graduate Research Lab

- Go to the **Information Desk** on the First Floor.
- Show your valid **ASU ID** to reserve a group study room.
- You will receive a **reservation card**. Rooms are available for **2 hours**.
- Return the card to the **Information Desk** after use.
- Group study room priority usage is for groups of 3 or more people.
- **At least two group members must be present when the room is checked out.** Rooms may not be reserved or “held” for one person only.
- There is a 15-minute grace period for reservations. If the group 3 or more people is not present within the grace period, the reservation is invalid, and another group may use the room.
- Group study room users without reservations must vacate the room when requested by a group with proof of valid reservation.

### Whiteboard/Chalkboard Use

- Students can check out dry erase markers, chalk, and erasers from the 1<sup>st</sup> floor Information Desk.

## Levi Watkins Learning Center Digital Production Lab Policies and Procedures

### I. Room Description/ Use

The LWLC provides the Digital Production Lab for ASU students to create audio/video productions, websites, graphic designs, and to perform scanning activities.

### II. Access

The LWLC Digital Production Lab is available for use by students, faculty and staff of ASU. Computers are available on a first come, first served basis.

### **Digital Lab Policies**

The Digital Production Lab is available to students, faculty, and staff on a first come, first served basis.

No food or beverages are allowed in the Digital Production Lab

The Digital Production Lab and equipment are available for teaching and learning activities only.

Resources within the Digital Production Lab should not be used for commercial or entertainment purposes.

## **Levi Watkins Learning Center Archive Policies**

### **Room Description / Use**

Alabama State University (ASU) Archives is open to students, faculty, administrators, staff and the general public. The archives exist to identify and acquire, organize and preserve collections, particularly primary source materials that document the history and the internal operations of ASU. It is also the goal of the Archives to develop and catalog materials that will preserve and make accessible for study, resources relating to the people, aims, strategies, and achievements, of the modern civil rights movement, paying particular attention to those areas where civil rights activism intersects the history of ASU, and in those instances where material connect the local movement to wider civil rights initiatives. Finally, the ASU Archives will collect materials that reflect the cultural expressions of African Americans, particularly the people of Alabama.

- **All Visitors**

Any patron visiting the Archives should be instructed to review the Archive Regulations located at the Archive Reference Desk and adhere to its directives.

- **Researcher Appointments**

Persons planning to visit the archives should make an appointment. If the patron indicates the specific material or collections they are interested in, that material should be retrieved and placed in Storage Room 258, the day before the patron arrives.

- **Student Visitors**

If a person visits the ASU archive and wishes to talk to the archivist or another staff member on matters not related to the archives they should be directed to have a seat in just outside of the archives, and then the archivist or the requested staff member should be informed.

- **Researcher**

If a researcher visits the archives without an appointment, he or she will be instructed to read archive regulations, show identification and fill out a researcher form. The assistant will familiarize the patron with the archival area and show the patron the archival physical and electronic finding aids. The assistant will then review the request with an archival staff member. If the patron needs to consult with the archival staff person, the assistant will direct the patron to the Viewing and Research Office 256, and then the archivist or another available staff member should be informed.

- **Handling Documents**

Materials in the archives are valuable and often fragile. Please use the utmost care when handling historic materials

- **Photocopying Documents**  
Patrons will not be allowed to copy materials from some archival collections. In these instances an archival assistant will make the copies for the patron. Archival workers will be instructed on how to properly photocopy documents during the fall orientation. Please refer to the archival procedural manual for additional details on how to properly copy archival documents.
  
- **Conduct in the Reference Room**
  - Please keep noise in the archival area to a minimum
  - Please refrain from using phones in the reference area
  - The primary focus of the archival area is research, patrons interested in activities other than research, reading, or study should be directed to another part of the library
  
- **Food Policy**  
No food and or drink is allowed in the archives