

Guidelines for Events in the Education Library

The Faculty of Education community is welcome to reserve the Education Library for events. After hosting several activities, we have drafted a set of guidelines to ensure successful communication and planning. Please review these guidelines to work out the arrangements for your event.

Initial Contact

- The event coordinator should contact Cory Laverty (lavertyc@queensu.ca x77075) or Brenda Reed (reedb@queensu.ca x77466) to book a date and discuss event details.
- Events are restricted to the main floor of the Education Library and do not include the e-classroom.

Event Bookings

- Events will be held in the Education Library during opening hours. Hours for the fall-winter terms of 2009 will be Monday - Thursday: 8:30am-7:30pm; Friday: 8:30am-5:00pm; and Saturday 12:00-5:00.
- Events must end a half hour before library closing. Library doors are locked 15 minutes before closing.
- A librarian will be in the library at the time of the event to direct library patrons to alternative seating areas and to help manage event logistics if necessary.
- The event coordinator will close the event and ensure that all tables are wiped clean and that food, kitchenware, and garbage are removed. Should spills and stains occur, the event coordinator will be responsible for ensuring complete clean-up.
- Signs announcing your event need to be displayed in the library 3 days prior to the event to alert library users. Please post signs on both sides of the front library doors, the internal doors, and the e-classroom. (10 copies needed). Please remove the signs once your event ends.

Event Follow-Up

- Use of the Education Library for Faculty of Education events began in 2008. We would be pleased to hear your feedback on events so that these guidelines reflect the needs of library users, staff, and event participants.