

GUIDELINES FOR THE SCHEDULING OF SPACES IN REEVES LIBRARY

- Room 204 & small study rooms
 - Each Monday, a schedule will be posted on the door of 204 (Main Level, behind copiers) for reservations for that week. Anyone who wants to reserve 204 during the week may do so by writing his/her name on the schedule in any free spot. If the room has been reserved but there are other users in the room at the scheduled time, they will be asked to leave.
 - Requests for room reservations for Room 204 for future use go through the library secretary at ext. 1541.
 - Room 204 will be used for all requests whenever possible.
 - Room 209 (special equipment for special needs students) will not be scheduled unless 204 is busy or if the requestor needs a computer and does not have a laptop.
 - 204 & 209 are available to anyone on a first-come first-served basis if they have not been reserved in advance.
 - Other study rooms will not be reserved without the director's permission; these study rooms are available on a first-come first-served basis.
 - Faculty members, including adjuncts, Student Services, and other campus offices may reserve 204 or 209.
 - Student clubs or other student groups may not reserve any of the small meeting rooms; they may reserve 204 by writing the time on the schedule posted on the door.
 - Note: Room 212 is scheduled by the Registrar (day classes) or the Comenius Center (evening, May, and summer classes) not by the library.
- AfterWords Café and Groenfeldt Moravian Collection
 - Requests for the use of the café for meetings or events go through Linda LaPointe, 1547 or lapointe@moravian.edu
 - Small informal gatherings or impromptu meetings do not need a reservation.
 - During fall and spring semesters, faculty coffee is held in the café in the morning.
 - Regular use of the space in the Groenfeldt Moravian Collection for events should be scheduled through the director's office.
 - Food and drink may be served for café or Groenfeldt Moravian Collection events; the organizers must make sure the space is cleaned up and all food removed at the conclusion of the event.
 - Occasional use of the Groenfeldt Moravian Collection for classes does not have to be scheduled in advance.
 - Reoccurring use of the Groenfeldt Moravian Collection for classes must be scheduled in advance through the director's office.
 - Furniture may be moved but must be returned to its original position at the conclusion of all sessions.
- Teaching Alcove & Hound Underground: the two computer areas in the library
 - These areas may not be reserved for classes, unless approved by Director David Schappert, 1540, dschappert@moravian.edu.
 - Due to the library's use of these spaces for information literacy instruction, the library reserves the right to cancel any reservations should the space be required for an information literacy session.
 - In order to guarantee that students have access to computers on campus, it is not possible to book both spaces at the same time.