

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, 5th Floor Movie Area and the Library Steps must be approved by the Library Dean. To reserve these spaces go to eforms.alasu.edu/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. Requests 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. Requests 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, requests from entities outside of the University will be given considerations based on how well the request corresponds to the LWLC mission, availability and the nature of the activity. Requests for recurring events are generally not approved for space reserved in the LWLC.

Levi Watkins Learning Center Special Events Spaces Policies & Procedures

Reservations

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- 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 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.

SPACE	CAPACITY
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 the 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.”

Teaching & Learning Spaces (Faculty)

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 604-8085 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.

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

SPACE	CAPACITY	TIME LIMIT
Information Commons 3 rd Floor	15-20	3 hours
Information Commons 5 th floor	15-20	3 hours
Seminar Room 3 rd Floor (Rm 328)	27	3 hours
5 th 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 (3rd & 5th 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

- Five Faculty Research Rooms (3rd floor) can be reserved 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.

Teaching & Learning Spaces (Students)

Room Description/ Use

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 (Room 553): ASU 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 (Room 429): 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 up to 2 weeks in advance 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 after use. 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 15 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 2 hours. Based upon availability additional time may be scheduled.

SPACE	CAPACITY	TIME LIMIT
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. A LWLC staff member should be notified immediately in the event of equipment malfunction or failure

Individual Study Rooms (14 available 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 Room (Room 553)

- Double Occupancy Study Room must be checked out or reserved at the 1st 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 1st 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 Group Study Rooms and Graduate Research Lab

- Go to the **Information Desk** on the First Floor
- Show your valid **ASU ID** to reserve a group study room (must have valid ID, no exceptions)
- 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

- Whiteboards are located on the 1st, 3rd, 4th and 5th floors
- A chalkboard is located on the 5th floor
- Dry erase markers, chalk and erasers can be checked out from the 1st floor Information Desk

Digital Production Lab (Room 556)

The Digital Production Lab is available to students, faculty, and staff on a first come, first served basis Monday - Friday from 8:00 am to 5:00 pm. The 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.

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.

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.

Levi Watkins Learning Center Archives Policies

Room Description / Use

Entrance to the Alabama State University (ASU) Archives is by appointment only Monday-Tuesday and Thursday-Friday 10:00 a.m. - 3:00 p.m. to students, faculty, administrators, staff and the general public. The Archives exists 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 Archives' Regulations located at the Archives Reference Desk and adhere to its directives.

- **Researcher Appointments**

Persons planning to visit the Archives should make an appointment by visiting its website www.lib.alasu.edu/archives/index.html or emailing archives@alasu.edu. 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**

The Archives encourages student researchers and welcomes the opportunity to incorporate its collections in university learning. Its facilities are to be used solely for research. If a person wishes to speak with the Archivist or other staff members on matters unrelated to research, they should contact the individual via telephone or email. Contact information is located on the Archives' website www.lib.alasu.edu/archives/index.html.

- **Researcher**

To make the most efficient use of their time, researchers are strongly encouraged to make an appointment before visiting the Archives. If a researcher visits the Archives without an

appointment, accommodation will be subject to staff and collection availability. If either staff or collection availability is deemed insufficient by the Archivist, the researcher will be directed to make an appointment for a future date. If the Archives is able to fill the research request during the initial visit, the researcher will be required to undergo the standard departmental procedures. These include reading the Archives' use policies, showing identification, and filling out a registration form. The Archives staff will familiarize the patron with the archival area, show the patron the collection's finding aids, and retrieve the requested material.

- **Handling Documents**

Materials in the Archives are unique, valuable and often fragile. The utmost care must be used when handling historic materials. They must not be leaned on, written on, folded, or handled in any way likely to damage them. Records must be kept in their present arrangement; loose pages will stay in order if turned like pages in a book. If a mistake is discovered, please call it to the attention of a staff member. When handling photographs, researchers must wear white cotton gloves provided by the Archives.

- **Photocopying Documents**

Patrons will not be allowed to copy materials from some archival collections. In these instances, an assistant will make copies for the patron at .25 per page. Photograph reproduction and other duplication services are available upon request. The fee schedules for additional duplication services are found on the Archives' website www.lib.alasu.edu/archives/services.html.

- **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 or drink is allowed in the Archives

