



<b>Title:</b> NRAO Library Space Use Policy	<b>Author:</b> L. Utley	<b>Date:</b> 05/22/20
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## NRAO Library Space Use Policy

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Lance Utley	NRAO	05/22/20

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# **I INTRODUCTION**

The NRAO Library space is divided into librarian offices, collection stacks, and general use areas. The purpose and extent of the former two are self-evident. This policy details the general use areas and protocols pertaining to them during normal library operations. Additional space use policies are outlined in the document, Library Procedures in Facilities Protocol, covering library usage during the Covid-a9 pandemic.

## **2 GENERAL USE AREAS**

General use areas of the library support a wide variety of user needs. These areas are mostly co-located. Library users are asked to be courteous to other staff and visitors who are also using the library.

### **2.1 Meeting Tables**

The open library area, Room 301, includes three tables for impromptu meetings; two medium tables and one large table. The tables are available on a first come, first serve basis. No reservations are accepted. Meeting participants should make a sincere effort to be courteous to other library users when conducting a meeting.

### **2.2 Study Carrels**

The open library area, Room 301, includes three study carrels. Carrels are available on a first come, first serve basis. No reservations are accepted. Other visitors to the library are encouraged to allow carrel users privacy to do their work. Carrel users are encouraged to consider methods to limit distractions if they need to tune out other library users; meetings in the library may still occur even if someone is using a carrel.

### **2.3 Large Screen TV Area**

The open library area, Room 301, includes a large-screen, smart TV provided by IT. Lounge seating is gathered in front of the TV. This area is area supports users who need to share a screen in a group meeting. The screen is a secondary display only; it is not a video conference hub. This area is available on a first come, first serve basis.

### **2.4 Visitor Desks**

The library stacks, Room 301A, includes two visitor desks with desktop computers. These desks are available by reservation only (see Section 3). The desks are intended for visitor use, not Edgemont Road staff.

### **2.5 Reading Corner**

Tucked in a back corner of 301A is a lounge chair with side tables and a lamp. This is the quiet reading corner. The location is deliberately separated from other areas of the library for maximum quiet and privacy. This area is available on a first come, first serve basis.

## 2.6 Lounge Areas

Lounge seating is located around the library and is available on a first come, first serve basis.

## 3 RESERVATIONS

Reservations are accepted for the visitor desks and for special occasions only. Visitor desks can be reserved through the IT-supported room reservation system:

<https://info.nrao.edu/computing/collaborative-computing/reservations-system>

Visitors are supported by their NRAO sponsor(s) who should be their first source for any assistance while using visitor facilities. Sponsors are required to register visitors in accordance with normal NRAO protocols. Librarians will support visitors for normal reference services only.

The general library space may be reserved by managers within NRAO for special occasions only such as luncheons during NRAO events, awards presentations, summer student functions, and NRAO open houses. Managers should contact the Observatory Librarian to coordinate special use of the library and agree on the terms of that use. Terms can include permission to serve food, re-arranging the library space, and arrangements for cleaning of the library space after an event.