Scheduling Library 100

- Library 100 may be scheduled by contacting the library’s administrative assistant. The administrative assistant will create the booking if approved by the Executive Director of the Library. The room is not officially booked until the request is approved by the Executive Director or designee.

Library 100 is designated as a space for MSUM students to relax, study, and socialize. The room is open 24 hours a day when campus is open. It follows the same schedule as the 24-hour computing lab in the Library building.

A minimum of 20 people and a maximum of 35 people are required to schedule this space. Light refreshments may be served in LI 100, but the space is not appropriate for events where large amounts of food will be served.

Priority use of the space is for students. The space can, on occasion, be booked for special events by recognized student organizations and by university departments including, but not limited to, poetry readings, guest speakers, and other academic or social events, lasting no more than 3 hours. Requests outside of this time frame will be considered on a case-by-case basis. Use of this space for organizational meetings and classroom activities is not permitted.

Those who use the space are responsible for ensuring that it is returned to an orderly condition. The furniture presently in the space is not to be moved outside of that space.

Approved by library faculty 4/26/2109