

Foley Library Classroom Use Policy



FOLEY LIBRARY CLASSROOM USE POLICY

The Foley Center Library offers flexible classroom spaces where Gonzaga faculty, staff, and students can create, collaborate, and learn. This policy establishes parameters for the reservation and use of the following spaces:

- Foley Library Glass Classrooms – FC 101 D (West) and FC 101 E (East)
- West Classroom – FC 118
- Cowles Reading Room – FC 312
- Greenan Classroom – FC 300

PRIMARY PURPOSE

The Glass Classrooms, the West Classroom, the Cowles Reading Room, and the Greenan Classroom are designated for library faculty instruction, educational use by Gonzaga employees, and open student study space when not otherwise reserved. Individual rooms may have additional restrictions, noted in the sections below.

I. USER GROUP REQUIREMENTS

1. Student Groups Organized Events

Gonzaga student groups may reserve these classrooms during library open hours (typically 7:30 AM – 10:00 PM). Hours may vary; please check the library website for current hours.

- All requests must be submitted through Zagtivities at least two weeks in advance.
- When not reserved, these spaces are open for walk-in student study and group work.

2. Gonzaga Employees (Faculty and Staff) Organized Events

Gonzaga employees can reserve library classrooms for meetings, events, and conferences during the library's open hours (7:30 AM – 10:00 PM).

- All requests must be submitted at least two weeks in advance.
- EMS (Event Management System): Use for library room requests by Gonzaga employees for internal meetings or events not involving community members.
- Zagtivities: Use for employee events involving the community. This ensures the event is properly vetted through the University's standard approval process.

3. External and Non-Affiliated Groups

Use by external parties is considered on a case-by-case basis and requires prior consultation and approval through both the library and GUEST Services.

- Inquiry Process: External community groups must first consult with the library by contacting Brad Matthies, Associate Dean for Library Services (matthies@gonzaga.edu or 509-313-7017).
- All requests must be submitted at least two weeks in advance.
- Hours: Room reservation requests for external groups are restricted to designated community hours (10:00 AM – 6:00 PM).

II. COURSE RESERVATIONS AND INFORMATION LITERACY INSTRUCTION

- Information Literacy Instruction: Gonzaga faculty requesting instruction with library faculty should complete the [Library Instruction Request Form](#).
- For-Credit Courses: Library classrooms are not available for semester-long classes. Gonzaga faculty teaching for-credit courses should schedule recurring reservations by contacting the University Scheduler at 509-313-3511.
- Non-Credit Courses: Recurring reservations for non-credit classroom use are reviewed on a case-by-case basis.

III. EVENT FEES AND MISSION ALIGNMENT

- Mission Alignment: All proposed events must align with the Gonzaga University Mission and the Foley Center Library Mission.
- Internal Groups: There is no charge for events involving only Gonzaga faculty, staff, or students.
- Public Events and Fees: Events that include the public (e.g., conferences, guest speakers) incur a flat fee: \$400 for a full day and \$200 for a half day.
- External Requirements: Approved external groups must meet additional University and GUEST Services requirements before final approval.

IV. AVAILABILITY AND PEAK USE

- **Peak Academic Periods:** Peak academic use typically occurs surrounding mid-terms and final exams. During these periods, the library prioritizes academic event requests and considers all other requests on a case-by-case basis.
- **Finals Week:** These rooms serve as dedicated study spaces for Gonzaga students during finals and cannot be reserved for other events.

V. SUPPORT AND SETUP

- **Technology and Media:** All rooms are mediated with display screens, an instructor's station, and a computer. Photos of each individual room are available in the EMS system.
- **Technical Support:** The library does not provide technical support. For classroom technology assistance, contact IT Classroom Support at 509-313-5550 (option 1).
- **Room Setup:** For tables, chairs, or specialized layouts, contact GUEST Services at 509-313-6942 or GUESTinfo@gonzaga.edu.
- **User Responsibility:** Users are responsible for setting up, tearing down, and returning the room to its original configuration.

FOLEY CLASSROOMS: SPECIFIC GUIDELINES

1. GLASS CLASSROOMS (FC 101 D - WEST AND FC 101 E - EAST)

These are the primary research and instruction classrooms supporting the Information Literacy mission of Foley Library and the Gonzaga University curriculum.

Furniture Configuration:

- Users may reconfigure furniture in FC 101 D and E to fit their specific needs.
- Library staff do not provide reconfiguration services; this is the sole responsibility of the user.
- **Requirement:** Users must return all furniture to its standard configuration and ensure all tables are plugged back into the floor outlets.
- **Timing:** Users are encouraged to allot time within their reservation period for furniture arrangement before and after their event.

2. THE WEST CLASSROOM (FC 118)

The West Classroom serves as the secondary research and instruction space for librarian-led lectures.

Furniture Configuration:

- Fixed Furniture: Furniture in FC 118 cannot be reconfigured or moved.

3. COWLES READING ROOM (FC 312)

The Cowles Rare Books Library is the primary space in the Foley Library for archival research.

General Use and Reservations:

- Priority: Due to the nature of archival research, reservations between 10:00 AM – 4:00 PM, Monday – Friday, are considered on a case-by-case basis.
- Student Study: When not reserved for archival work, the room is open for walk-in student study and group work.
- Finals: This room serves as a dedicated study space during finals week.
- Recurring Use: Weekly or recurring reservations are considered on a case-by-case basis.

Furniture and Food/Drink Policies:

- Fixed Layout: Furniture and fixtures in FC 312 are fixed and generally not movable.
- Additional Seating: A limited number of additional tables and chairs may be brought in. Users are responsible for all setup, teardown, and returning the room to its original configuration.
- Strict Food Policy: Food and drink, other than water in covered containers, are strictly prohibited in the Cowles Reading Room.

4. GREENAN CLASSROOM (FC 300)

The Greenan Classroom is the primary instruction space for University Archives and Special Collections. When not reserved, it is open for walk-in student study or group work.

Furniture Configuration:

- Users may reconfigure furniture in the Greenan Classroom to fit their specific needs.

- Library staff do not provide reconfiguration services; this is the sole responsibility of the user.
- Users must return all furniture to its standard configuration

QUESTIONS AND CONTACTS

If you have questions about classroom scheduling at Foley, please contact:

- Brad Matthies, Associate Dean of Library Services: 509-313-7017 or matthies@gonzaga.edu
- Laura Hutton, User Services Manager: 509-313-3813 or hutton@gonzaga.edu

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