BRENAU UNIVERSITY
POLICIES AND PROCEDURES

Policy Subject: Building Operations Policy
Policy Number: AA.LIB.200.02

Rationale

The library provides a welcoming environment for individual and group study, research, class meetings, and events supporting the university's mission. The Building Operations Policy helps the Trustee Library effectively, efficiently, and safely serve the Brenau community.

Access to Library Facilities

The Trustee Library is open to Brenau University faculty, staff, students, and members of the community during its published hours of operation. The library's special collections are available during open hours by appointment. The library will provide people with disabilities special assistance to access and use the resources and services offered by the library. Areas housed within the library building but managed by other departments, such as the Writing Center, the Redwine Technology Center, the Language Bistro, and the Thurmond McRae Community Lecture Hall are open as determined by the managing department.

Hours of Operation: The library is open and staffed with qualified personnel year round with the exception of university holidays and some weekends, when it is closed. The schedule is posted on the library's web site and in the library.

Room Reservations: The library classrooms (114, 115, and 116) and the Conversation Corner may be reserved by faculty, staff, students, or community members on a first come, first served basis. Priority is given to Brenau classes. These spaces are scheduled through the Access Services Manager. The individual and group study rooms in the library are available on a first come, first served basis, with no time limitation. Priority is given to those with equipment needs specific to the rooms. The Information Technology department is responsible for scheduling Thurmond McRae Auditorium and rooms in the Redwine Technology Center.

Usage

Appropriate Use: Users of the library are expected to act in a manner conducive to study, scholarship, and the normal activities of an academic library. Library furnishings and equipment are for the use the Brenau community and should be used for the purposes intended and treated with care. Users behaving disruptively or engaging in activities beyond the ordinary scope of an

academic library may be asked to leave. Children must be supervised by a parent or guardian at all times.

Events: Events supporting the intellectual and cultural life of the Brenau community may be held in the library with prior approval. The library will consider the impact on library users and the ability of the library to support the event when approving a function. Events will be held during regularly scheduled hours, although exceptions may be made on a case-by-case basis. Events should be scheduled at least four weeks in advance.

Food / Drink: Spilled food and drink damage the library's materials, furnishings, and equipment, and diminish the welcoming atmosphere of the facility. Users are encouraged to eat and drink in the Break Room at the front of the library. Messy foods (sticky, greasy, juicy, crumbly, etc.) are not allowed in the library. Drinks in spill-proof containers (with lids) are permitted. Areas managed by other departments may establish separate policies about food and drink.

Photography / Filming: Anyone wishing to take photographs or film in the library must first obtain permission from the library staff. Photography or filming of copyrighted works of art is prohibited.

Service animals: Service animals are welcome in the library; no other animals are permitted.

Equipment

Computers: The library's computers and computer-equipped study carrels are available to authorized users as determined by the policies of the Information Technology Department. The computers provide network and internet access as well as MS Office and other software. Smart Screens (for presentations and video-conferencing) are available in each of the library's classrooms. Additional computers, computer-equipped classrooms, and computer-equipped study carrels are available in IT's Redwine Technology Center.

Copying / Scanning: The library provides a color copier for faculty, staff, and student use. It also functions as a scanner that may be used to scan and email at no cost. Users assume the responsibility to comply with copyright laws.

FAX: The library provides FAX service to Brenau faculty, staff, and students for a small charge.

Wireless Access: Brenau University supports wireless internet connection across campus. Access is available to authorized users as determined by the policies of the Information Technology Department.

Laminating: The library will laminate small items for a nominal charge.

Printing: Faculty, staff, and students may open a WEPA account and use the color printers provided by the Information Technology Department. Users assume the responsibility to comply with copyright laws.

Safety

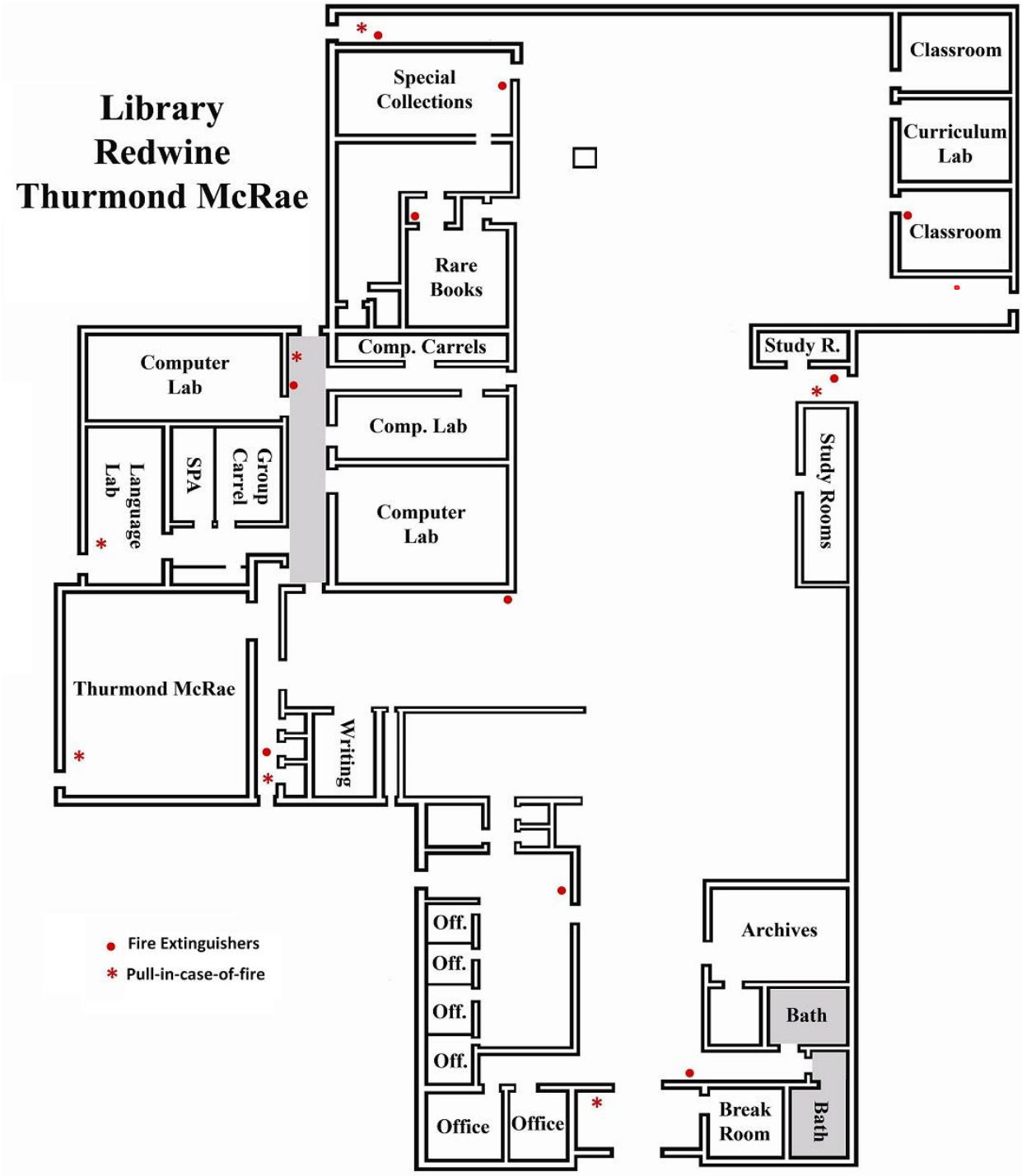
Security: Any problems regarding disruptive individuals or inappropriate behavior in the library should be referred to a staff member for resolution. Should the situation require it, campus security may be called for assistance.

Inclement Weather: The library's rest rooms and the speaker's well in Thurmond McRae are designated tornado shelters. In the event of a public tornado alert users will be directed to shelter and encouraged to remain until the all clear sounds. Library services (such as checking out or reference help) will be suspended during the alert. After making public announcements and sweeping the building to encourage all users to move to the designated shelter, library staff are expected to remain in the shelter during the alert.

Fire: In the event of fire, users will be directed to evacuate the building in an orderly fashion. After pulling the alarm, making public announcements, and sweeping the building to notify all users to evacuate the building, library staff will exit the building and meet at the Academy lawn. A staff member will call the fire department and Brenau security AFTER EXITING THE BUILDING.

A diagram of all building alarms and exits is posted at the front desk and in the staff area.

Library
Redwine
Thurmond McRae



Fire Instructions

1. REMAIN CALM.
2. Leave by the nearest Exit.
3. Fire Extinguisher locations are marked in RED.

Tornado Instructions

1. Seek shelter in a designated safety area, which are indicated in GRAY.
2. Stay away from windows and lobby areas.
3. Protect yourself -- Lie face down, draw up your knees under you, cover the back ofyour head with your hands. [SEE DIAGRAM]

