



Col-Lab Policy

USG Policy 7 (1.00) | Approved July 2018

I. Purpose and Applicability

This policy outlines the rules of use for the Priddy Library Col-Lab for USG students, staff and faculty.

II. Definition

A. *Col-Lab*: a multipurpose event space for USG faculty, staff and students to engage in conversations, debates, discussions, conduct workshops and to participate in academic activities that foster group participation.

III. Policy Statement

- A. USG faculty, staff and student groups who wish to conduct conversations, debates, discussions, workshops or other academic activities receive priority to schedule the Col-Lab. Individuals who wish to work in the Col-Lab space when it is scheduled by another party will be directed to other areas of the Library including library workstations.
- B. The Col-Lab must be scheduled at the Circulation Desk and a valid USG ID must be presented. Reservations may be made by phone, however, a valid USG ID must be presented by the group leader at the start of the event. The Col-Lab is scheduled for a maximum of three hours for each event. A scheduling confirmation notice will be posted on the event stand in front of the room
- C. Food and beverages are permitted in the Col-Lab. Containers, papers, and other trash must be disposed of in the bins provided. Any spills must be reported to Facilities Management immediately.
- D. The Library encourages conversation and interaction in the Col-Lab but reminds users to be respectful of other users nearby and not interfere with activities in adjacent areas.