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.