

## **GSLIS Space Policy**

September 29, 2011

The Graduate School of Library and Information Science occupies all of the space in the building at 501 E. Daniel St., and its goal is to maximize the productive use of that space by GSLIS faculty, students, and staff. All GSLIS faculty, staff, and graduate students have keycard access to the building twenty-four hours a day, seven days a week, and all GSLIS people are welcome to use the spaces to which they have access within the building, when those spaces are not otherwise occupied, for any work-related purpose. Please be considerate about noise levels generated by conversation, music, gaming, etc.—in the office next door or down the hall, someone is probably doing work that requires quiet and concentration. GSLIS people with key-card access are responsible for those they admit to the building, and it is unwise to prop doors open, or to allow strangers to follow you into the building when it is locked. If you would like to use the building for an evening or weekend event that involves people from the campus or the community who would not normally have after-hours access, you should consult in advance with staff in the main office, in room 112.

Space in the GSLIS building falls into eight categories:

1. Offices
2. Classrooms and Meeting space
3. LEEP studios
4. Computer Lab space
5. Public space
6. Storage space
7. Bathrooms
8. Facilities space

If you notice problems with any of these GSLIS facilities, please do report those problems so that we can address them. Between 7:30a.m.-5:00 p.m., contact the GSLIS Main Office (333-3280; Room 112 LISB). Between 5:00 p.m. and 7:30 a.m., call 333-0340 if it is an emergency that cannot wait until the next business day (this number connects you with the University Police after regular business hours so call only if the problem can not wait to be reported to the GSLIS Administrative Office the next business day). If you have a request for a repair when the GSLIS office is closed, please leave a detailed message on voicemail at 333-3280. The GSLIS office staff will follow-up with you about the situation as necessary.

**Offices:** Offices are spaces assigned to one or more people who have keys to the space. Keys are assigned to individuals, and assigned keys should not be shared. If an assigned key is lost, the person who lost the key should report it to the front office immediately. Office space without keys—for example, cubicles in public areas—cannot be considered private property, and those to whom it is assigned must assume that it may be shared by others when they are not using it. Office space that is assigned to grant-funded activity must be relinquished when that grant

funding expires. Office space is assigned for university-related work: it should not be used for private enterprise, or as a place to sleep, or for other activities that are not work-related. Office spaces in the building include individual faculty and staff offices, offices shared by TAs or staff, the School's research centers, and the Doc Study. When offices are shared, occupants should be considerate of others who use the space, whether concurrently or not.

**Classrooms and Meeting space:** Classrooms and meeting rooms are meant for group work. Sometimes meeting space may exist within an office, and classrooms may be used for meeting space when they are not otherwise scheduled. Classes may occur in the evening or on the weekends, and recurring classes take priority over informal meetings. After hours, any unscheduled classroom or meeting space is available on a first-come, first-served basis, provided that the space has not been reserved. GSLIS people are welcome to use classroom space for informal after-hours meetings, and GSLIS main office staff can help you to reserve a room. Reservations should be made one business day in advance. Formal meetings—especially meetings to which members of the campus or local community will be invited—should always reserve the space they need. If after-hours meetings will include people who do not normally have after-hours access to the building, then main office staff should be made aware of that. During hours when classes are scheduled, staff in the main office control the assignment of classroom space, whether for classes or for meetings. Meeting spaces in GSLIS that are not normally used for classes include the second- and third-floor meeting areas at the south end of the building, as well as the Masters/CAS study. Those who use classrooms or meeting spaces are responsible for leaving them in good order: chairs and tables should be returned to their usual arrangements if they have been moved, blackboards or whiteboards erased, windows closed, lights turned off, and any trash, papers, leftover food etc. properly disposed of.

**LEEP Studios:** LEEP studios are managed by the Instructional Technology and Design group, and any use of those spaces for purposes other than LEEP instruction should be arranged with that group.

**Computer Lab space:** At present, there is only one permanent computer lab in GSLIS, in the basement of the building. This facility is not normally scheduled for class meetings, and it is available to all GSLIS people on a first-come, first-served basis. The space is managed by the IT staff, and requests for changes to hardware or software should go to the Assistant Dean for Infrastructure.

**Public space:** Public spaces in GSLIS include the basement lounge area, the basement kitchen area, the East Foyer on the first floor, the second floor kitchen and lounge areas, the mailroom area on the second floor, hallways throughout the building, and outdoor spaces that are publicly accessible (including the lawn around the building). Public spaces are meant for socializing, with the caveat that noise levels should be kept low, passageways should be kept open, and you should leave these spaces at least as clean as you found them: this is especially important in the

kitchen areas, including shared refrigerators. Posters etc. should never be affixed to the walls of public spaces with tape or tacks, unless main office staff have granted permission to do this. Most public spaces have bulletin boards, cork strips, or other non-destructive ways of posting materials for public display. There are a few locked display cases around the building: if you want to include something in one of these displays, please speak to staff in the main office for permission.

**Storage Space:** Storage space in the GSLIS building, including closets, is under the management of the Assistant Dean for Infrastructure or (in a few cases) under the control of campus Facilities & Services. The Assistant Dean can assign storage space to individuals and groups, and the use of such space will be regularly reviewed. Storage is not meant as an alternative to weeding or disposal of media or equipment: materials that are not periodically taken out of storage to be used should be moved out of the building. If these materials are University property, please be sure to follow University policies for disposal or redistribution, and if you are not sure what policies apply, please consult with staff in the main office.

**Bathrooms:** There are bathrooms all four floors in GSLIS, and those who use them should be considerate of others. There is no smoking inside any University building, and that includes bathrooms in GSLIS. Bathrooms are also not for storage, bicycle parking, clothes washing, etc.

**Facilities Space:** There are a few parts of the GSLIS building that house mechanical building infrastructure, heating and cooling apparatus, electrical and telecommunications equipment, servers, and the like. With the exception of the server room, these spaces are under the control of campus Facilities & Services, and they are not meant to be used by GSLIS people. Access to the server room is limited to IT staff and is controlled by keycard, for security reasons.