

## **Brenda Wallace Reading Room and Computer Centre Usage Policy**

*Updated: September 2016*

On May 4th, 2001, Laurentian University officially opened the Brenda Wallace Reading Room (BWRR) and Computer Centre (BWCC). Generously provided by the Fielding family in honour of the late Ms. Brenda Wallace, this addition to the 1990 J.N. Desmarais Library building offers the Laurentian community a relaxed, comfortable lounge space with a spectacular view of Lake Nepahwin, as well as a fine instructional space equipped with 20 computer workstations.

The following rules will guide the operation of the BWCC:

1. The BWCC will be used for instruction, when required for such; when not booked for an instructional session (or another event requiring the use of such a facility), it will normally be open for use as study space and for use of the computers by individual students during the library's regular opening hours. Regular University courses will not be assigned the BWCC as their normal site of instruction.
2. Booking of the BWCC will be managed by the Coordinator, Library Instruction, J.N. Desmarais Library; the room can be booked by any librarian/archivist or by the staff of the Library & Archives Administration Office (705-675-1151 ext. 3302). There is no charge for bookings of the BWCC.

The following rules will guide the operation of the BWRR:

1. Inasmuch as the primary use of the BWRR is as a place of relaxation, contemplation and quiet reading of students and other members of the Laurentian community, during the regular opening hours of the J.N. Desmarais Library, the BWRR will be available for the quiet drop-in use of individual students, faculty, staff, alumni and other authorized users of the library, subject to time-restricted event bookings, as described below, and subject to any additional rules of conduct of the Library & Archives.
2. With the exception of exam periods, as described below, during the fall and winter terms (September 1 to April 30) of the academic year, the BWRR will be available for booking for events by student groups, academic and administrative units of the University and other campus-based groups, though normally only for a maximum length of time of four hours once per day within the University's official business hours (9:00 a.m. – 4:30 p.m.); this maximum time period must include any time for associated set-up and take-down operations. After 4:30 p.m., there is no particular maximum time for an event booked by a University-based group.
3. During the fall and winter term exam periods (mid- to late-December and mid- to late-April), the BWRR is normally not booked for events, but is kept maximally available for student study and relaxation.
4. Outside of the fall and winter terms (May 1 to August 30), and on weekends (Friday after 4:30 to Sunday evening) the BWRR will be available for event bookings with no particular time restrictions, on a first come, first served basis, to any member of the Laurentian or external community, though members of the external community will normally have a link to the University (e.g., the person making the booking is an alumnus/alumna).
5. The Office of the President and the University Advancement office are exempt from the scheduling restrictions described above.

6. The making of all arrangements and the payment of any associated costs with respect to an event booked in the BWRR will be the responsibility of the party making the booking. Such arrangements may include furniture displacement, security, catering, room access, directional signage, parking, special cleaning, etc.
7. As a means to fund furniture and equipment renewal and any special maintenance of the BWRR and the BWCC, a nominal fee of \$100 per event per day will be payable by any group or University unit booking the BWRR for an event. University units may pay this through a budget transfer (to line 51-1-7095020-300000). It should be noted that such fees do not contribute to the general revenues of the library or the University; rather, they are held in trust for the sole purpose of renewal of furnishings, as required. On questions of renewal of furnishings that may have an aesthetic effect on the BWRR, the Fielding family will be consulted.
8. Booking of the BWRR will be managed by the Library & Archives Administration Office (705-675-1151 ext. 3302).