Burke Library Room Reservation Policy

Purpose

This policy describes how to reserve a room in the Burke Library.

Scope

This policy applies to all users of the Burke Library.

Policy Revision History

Last revised, December 2014.

Policy

The library offers several spaces that may be reserved for art displays, receptions, concerts, conferences, workshops and other such events:

- LIB STEPS  Burke Library Steps
- LIB BROWSE  Burke Commons
- LIB READ  All Night Reading Room
- LIB IC  Information Commons
- LIB COUPER CLASSRM  Couper Classroom
- LIB 2ND FLOOR  2nd Floor Landing
- LIB RARE BOOK  Rare Book Room

All events must be coordinated with library personnel to ensure proper supervision of the building while an event takes place. The library reserves the right to decline any reservation request that has not been coordinated through the proper channels or for which Library supervision of the building is not possible.

Please note that reservations for the Couper Classroom and Information Commons must be coordinated with a research librarian. Reservations for the Rare Book Room must be coordinated with Christian Goodwillie, Director of Special Collections. All other events should be coordinated with Kristin Strohmeyer, Research and Outreach Librarian.

To reserve one of the the second floor classrooms for a study group during evenings and weekends, consult the study room reservations page.
Related Links

- Study Room Reservations
- 25Live - Hamilton's event scheduler

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Last Updated: August 10, 2015