

Library Room Request Reservation Policy

Policy Information

Issuing Office

Jerry Falwell Library

Affected Parties

University units, groups, and individuals, including registered student groups and University-sponsored groups; students, Events Office

Policy Language

Requests to use spaces of the Jerry Falwell Library include but are not limited to group study rooms, classrooms, and learning commons. Approval of requests is subject to compliance with reservation policies and room availability. Requests by persons or groups external to Liberty University should be made by contacting Liberty's event office at events@liberty.edu.

Policy Rationale

This policy establishes guidelines for individuals and groups reserving rooms that are not considered Group Study Rooms.

Definition of Glossary Terms

Learning Commons: educational spaces that create an environment conducive to collaboration, content creation, meetings, reading, or study.

25Live: the university scheduling software.

Procedural Information

Procedures

Requested reservations of spaces receive approval request through 25Live. Requests are approved on a first come, first served basis.

Sanctions

Consequences for failure to comply with policy will be determined on a case by case basis.

Exceptions

None