KU Libraries Kenneth Spencer Research Library

Event Policy

KU Libraries facilities provide educational and research opportunities for University faculty, staff and students, the community, and the scholarly world. Reading rooms, meeting rooms, and conference spaces may be available for events that support our mission as a center for research, teaching, and learning, and we welcome requests.

KU Libraries reserve the right to decline requests that would be detrimental to our facilities, our staff, or our collections, or that would disturb normal library operations. Groups planning an event at any of the Libraries are required to observe all applicable policies of Spencer Research Library, KU Libraries and the University of Kansas, as well as all local, state, and federal laws. No admission may be charged for events held in Libraries’ facilities. Ongoing events such as regular meetings must have prior approval and will only be scheduled if they have a strong connection to the mission or collections of the various libraries. (This does not apply to academic classes, which are scheduled by contacting the Head of Public Services, Caitlin Donnelly, at cdonnelly@ku.edu).

Scheduling

Priority in scheduling events is given to those planned by KU Libraries and those offered in coordination with other KU units. Use of Library facilities for non-university-related events is granted only in exceptional circumstances. All event proposals are evaluated on the basis of schedule, impact and relevance to the Libraries’ mission. Approval of a similar event in the past does not guarantee that the same event can be accommodated in the future.

Events that occur outside our normal business hours are approved on a case by case basis, and only when the event supports the mission of the Libraries. Our normal business hours are Monday-Friday, 9 am to 5 pm.

Please place your request at least one week in advance of the desired date. We will strive to respond to your request within five business days.

Spaces Available

Johnson Room – classroom seating 25-30; A/V capacity
Classroom 326 – seats 12-15; A/V capacity
Classroom 327 – seats 10-12; A/V capacity; large screen TV with capability to project from Library’s laptop
North Gallery -- seats 40-50 theater style or 70 standing
Spencer Lounge -- accommodates 15-20 for informal events

Equipment/Setup

Please indicate the seating arrangements and additional equipment (such as a podium, microphone, A/V needs, etc.) on the request form. If you require seating or additional tables in spaces such as the North Gallery, please indicate this on the form. Additional time is required for such setup and cannot always be accommodated directly before your event.

Floral arrangements are permitted at events, but no lit candles may be used.
Technical support

Many of the rooms contain video projectors, other A/V equipment, and computers with internet connections. Not all rooms are set up to allow use of personal laptops, so if your event includes a presentation, you should bring it on portable media or make it accessible through the internet. We encourage all presenters to be prepared to use such alternate approaches.

Library staff may be able to assist with basic setup and configuration of equipment if you communicate your needs to us well in advance. We do not have on-site IT support and problems may arise that cannot be resolved during your event. If this type of equipment is essential to the success of your event, we recommend you have a back-up plan in place. We also strongly suggest you arrange to visit the space in advance to test the equipment for your specific needs.

Limited photocopying and printing services may be provided in advance or during your event, subject to our regular fees.

Food and drink

Food and drink are allowed in Library classrooms, meeting rooms and assembly areas only by prior arrangement. You should include your plans to serve food or drink (even coffee service) at the time you make your request. For catered events, you must work with KU Dining. Alcoholic beverages may only be served at private events sponsored by KU units and related to the legitimate functions of the university and must be purchased separately by the event organizers. In order to arrange for alcoholic beverage service by KU Dining, additional administrative approval is necessary well in advance of the event date. Library staff will not place catering orders for events we do not host.

Housekeeping

Every effort is made to keep the Libraries’ public spaces clean and ready for your event, and we appreciate you leaving it the same condition following your event. Depending on the nature and timing of your event, you may also need to plan to assist in cleanup and/or removal of food waste. All event managers should plan on restoration of the spaces to their original state immediately following the event. In no case will food waste or other discarded items be left in the Library after the conclusion of your event.

Parking

There is no designated parking for events in library facilities in the central campus area. The nearest public parking is at the Memorial Union Garage, while parking for campus permit holders may be located throughout the vicinity. Additional information is available on the KU Parking & Transit website: http://parking.ku.edu/

Accessibility

Spencer Library’s public facilities are accessible to all. Entrances are power-assisted, and accessible restrooms are located on the second floor. We also have a wheelchair available upon request.

Confirmation

We aim to respond to requests in a timely manner. Your request will be sent to the appropriate staff member who will confirm whether or not we will be able to accommodate your event.

January 2013