

Ramsey Library Policies

Group Study Rooms, Media Viewing Rooms, and Group Meeting Spaces

D. Hiden Ramsey Library, UNC Asheville

I. Purpose

- To ensure access to group study, collaborative learning, and meeting spaces for UNC Asheville students (our first priority), faculty, and staff, as well as students taking courses on our campus from Western Carolina University and other programs offered through the Asheville Graduate Center
- To promote a safe and secure environment for these users during all hours that the library is open, including nights and weekends

II. Group Study Rooms

Ramsey Library provides eleven (11) Group Study Rooms located throughout the building on the upper and lower levels. Nine (9) of these rooms are reserved for the following *only*:

- UNC Asheville students
- UNC Asheville faculty and staff
- Western Carolina Univ. students taking classes at UNC Asheville (with proper ID/OneCard)
- Other students enrolled in programs through the Asheville Graduate Center and the Bread Loaf School of English (with proper ID/OneCard)

One Group Study Room (RL 016 and RL 215) on the lower level is available to Friends of Ramsey Library, North Carolina Center for Creative Retirement members, Western Carolina students not taking classes at UNC Asheville (with valid WCU One Card), and Appalachian State students (with valid "AppCard"). One member must present an active Friends of Ramsey Library card or University ID to use this room. Please ask for the key at the Circulation Desk.

All Group Study Rooms

- are available on a first come, first served basis **to groups of 2 or more**
- are available for **3-hour checkout** (with a possible 3-hour renewal). Keys are available out at the Circulation Desk. (**Overdue fines accrue at \$5.00/hour. Even a partial hour overdue will result in a \$5.00 fine.**)
- are not intended to be used as classrooms

Rooms Available

Lower Level

RL 016 (Available to Friends of Ramsey Library, NCCCR, WCU not taking classes at UNCA, and ASU students)

RL 032

RL 033

RL 034

Upper Level

RL 215 (Available to Friends of Ramsey Library, NCCCR, WCU not taking classes at UNCA, and ASU students)

RL 216

RL 256

RL 257

RL 258

RL 259

RL 260

III. Media Viewing Rooms

Ramsey Library provides four (4) Media Viewing Rooms on the lower level behind the TLT offices. Three (3) of these rooms are reserved for the following *only*:

- UNC Asheville students
- UNC Asheville faculty and staff
- Western Carolina Univ. students taking classes at UNC Asheville (with proper ID/OneCard)
- Other students enrolled in programs through the Asheville Graduate Center and the Bread Loaf School of English (with proper ID/OneCard)

Each of these rooms contains a DVD player and a monitor for viewing programs. Please let the TLT staff know immediately if the equipment or furnishings in a viewing room have been removed, are damaged, or are not in working order.

One Media Viewing Room (RL 005) is available to Friends of Ramsey Library, North Carolina Center for Creative Retirement members, Western Carolina students not taking classes at UNC Asheville (with valid WCU One Card), and Appalachian State students (with valid "AppCard"). One member must present an active Friends of Ramsey Library card or University ID to use this room. Please ask for the key at the Circulation Desk.

All Media Viewing Rooms

- are available on a first come, first served basis
- are available for **3-hour checkout** (with a possible 3-hour renewal). Keys are available out at the Circulation Desk. (**Overdue fines accrue at \$5.00/hour. Even a partial hour overdue will result in a \$5.00 fine.**)
- are not intended to be used as classrooms

Rooms Available

RL 005 (Available to Friends of Ramsey Library, NCCCR, WCU not taking classes at UNCA, and ASU students)

RL 006

RL 007

RL 008

IV. Group Meeting Spaces

Non-University affiliated groups may not hold classes or meetings in public spaces in Ramsey Library. Library classrooms and teaching spaces are not available to non-University affiliated groups. Non-University affiliated groups holding classes or meetings in Ramsey Library will be asked to leave.

Non-University affiliated groups are those identified as not being students, faculty, or staff at one of the following institutions: UNC Asheville, Western Carolina University, Appalachian State University, other UNC system campuses affiliated with the Asheville Graduate Center, and the Bread Loaf School of English.

V. Café Ramsey and Glass House

This policy does not cover Café Ramsey, operated by campus Dining Services, nor the Ramsey Café Glass House, operated by the Office of Student Activities & Integrative Learning. Please contact these separate campus units for policy information.

*Approved by the Ramsey Library Faculty, 2/27/08
Approved by the Library, Information Resources & Technology Committee, 3/13/08*

Approved by University General Counsel, 4/3/08
Updated by Bryan Sinclair, Associate University Librarian for Public Services, 4/30/09
Updated by Brandy Bourne, Web Services Librarian, 8/18/10