



Library Facility Use Public Events Stephen B. Luce Library Procedures

The Stephen B. Luce Library takes pride in exhibiting our Maritime hospitality by welcoming all public events sponsored by SUNY Maritime College. The following library facility policies and procedures must be followed in order to ensure the comfort of our guests, the success of the event and the safety of the library facility and its collections.

NOTE: If the event takes place during normal library operational hours further steps should be taken in order to ensure minimum interruption of library services and user research activities.

1. **Staffing:** Library Director must be notified of the event as early as possible to ensure library personnel staffing during the event
2. **Catering Services:** Campus University Police allows access to catering services and secures the library facility
3. **Guests:** Campus University Police opens the library for guests and secures the library immediately after the event is over and all guests have departed
4. **Set Up and Clean Up:** Facilities & Maintenance Department:
 - a. Provides a clean and a comfortable facility for guests
 - b. Rearranges library furniture to accommodate the event
 - c. Removal of all food and trash from the library
 - d. Reinstates the library back to its original functional use