

# **Library Building Usage Policies**

## **Use of the Library Building During Scheduled Closures**

The Archbishop Alemany Library is open approximately 100 hours per week during the academic year. The schedule varies during intercessions and summer. Please check the library web page for current and future open hours.

Because the Library must be staffed while open, usage is not permitted when the library is closed, including the San Marco Art Gallery and classrooms.

During summers and intercessions when the library is scheduled to be closed, if given at least four weeks notice and if staffing can be found, the library lobby can be opened for receptions and events involving more than 5 people, for up to four hours. During summers and intercessions, the building will not be opened during non-scheduled hours for exhibit installations or exhibit removals.

All events during library closures must be scheduled through, and approved by, the Head of Access Services

## **Events in the Walter Rosenberg Reading Room and Group Study Areas**

The Archbishop Alemany Library's Walter Rosenberg Reading Room (The Reading Room) and Group Study areas are set aside to provide the students of Dominican University of California a space for quiet study and group discussions respectively.

In order to provide the students maximum opportunity for quiet and group study, The Reading Room and Group study areas are not available for special events during the Spring and Fall semesters.

The Reading Room and the Group Study areas are available for special events during intercession periods and the winter and summer breaks when regular semester classes are not in session. Any events must take place during the regularly scheduled operating hours of the Library, except under conditions noted above.

All events must be scheduled through, and approved by, the Head of Access Services