

Edwin and Mary Meader Room Policies Waldo Library, Western Michigan University

Activities in the Edwin and Mary Meader Rare Book Room must pertain and be within the educational goals of the University. They should in some way promote scholarly activities or the appreciation and love of books.

Priority for use of the room:

Class meetings and course-related activities involving Rare Book Room materials or projects, including visiting exhibition open hours are the first priority for use of the Room leaving the Reading Room for research activities and reading room service.

All non-course requests will be handled on a case-by-case basis. At least one staff member must be present during any event in the Meader Room to safeguard the collections housed there. Requests for meetings which require hourly staff to be present outside of their normal working hours or when classes are not in session may be declined for that reason alone and may require payment of a staffing and facilities fee. Should a class meeting be scheduled after the reservation is confirmed, the reservation can be cancelled with 24 hours notice. Groups from outside the University which are not consulting library materials will require a University sponsor.

Procedures:

Applicants may request a room reservation via paper form (directed to Neil Chase or Susan Steuer) or email (lib-rbr@wmich.edu). Telephone or in-person inquiries will be provided with a form or the email address, because this provides a means of tracking and approving the request. The following information and rules will apply:

1. The name of a responsible contact individual and full contact information must be provided for each activity including phone number, address and email address.
2. The activity, date and time, number of people expected, room configuration, equipment needed, any food or drink planned, security concerns, University permission forms for serving alcoholic beverages and other details must be provided *prior to confirmation* of the reservation.
3. Catering and other services related to food, drink or sale of items must follow WMU policies (including the filing of appropriate alcohol permits, available at <http://www.obf.wmich.edu/business-services/docs/alcohol-bev-form.pdf>, copied to the Library Administrative office at least 10 working days before the event) and require Library approval. The Library cannot provide kitchen space or other work areas beyond the room itself.

4. Activities for groups external to the library and/or the University, which involve furniture moving or food and drink must be scheduled at least two weeks in advance and approved by the Coordinator or Head of Special Collections. Restrictions may apply for equipment which could damage the floor, fixtures or furnishings of the room or groups which exceed its recommended capacity.
5. Any costs for damage, cleaning or other unexpected issues related to the activity will be the responsibility of the contact person for the group hosting or sponsoring the activity and will be charged over and above any fees for room maintenance and staffing.

Meader Room Fees

Use of the Meader Room is free to Western Michigan University classes which are making use of the collections held in the Rare Book Room for instruction and other groups using the collections as approved by the Head or Coordinator. The Department reserves the right to deny any request based upon staff availability or any other concern regarding the impact of the event on the normal functioning of the Special Collections and Rare Book Department or other parts of the Library.

Classes, groups and events which are not using or related to the collections, particularly those requesting use of the room for over two hours or after the normal working hours of the Special Collections and Rare Book Room may be charged a fee to defray the cost to the library for set-up, staff and maintenance. The minimum charge is \$80 and charges are computed as follows:

Facilities Fee	\$50.00
Hourly fee	\$30.00 per hour
Full working day(8-5)	\$150.00

Applicants will be made aware of the cost of using the room at the time the reservation is confirmed.

The Library is able to provide a powerpoint/computer system and screen for presentations which speakers should bring on a USB key/flash drive. A coat rack may also be available upon request. The Library is not able to provide a microphone, speakers or other sound equipment at this time. Groups are responsible for the security of items which they or their guests bring into the library.