

# Instructional Space Usage Policy

Ingram Library has three dedicated instructional spaces: one on the 1st floor (Main Classroom), one on the 3rd floor (the "Aquarium"), and one on the 2nd floor (the Conference Room).

Library instructional spaces are available for academic meetings and scholarly activities. Student organization meetings are not permitted.

Current University of West Georgia faculty and staff may request library instructional spaces; requests will be reviewed by library staff and confirmed or denied within 2 business days of the request. Due to the volume of reservation requests and the limited space available, faculty and staff may only have 1 reservation at a time and the instructional spaces can be reserved no more than two weeks (fourteen days) in advance. University entities wishing to use the space for academic or academic-support programs should contact [ingramoutreach@westga.edu](mailto:ingramoutreach@westga.edu) to inquire about availability.

Library faculty and staff may have multiple reservations, recurring reservations, and reserve spaces with more advance notice. Library staff and faculty needing space for library instruction workshops, training sessions, or meetings can schedule the rooms through the shared calendar system.

When the rooms are not reserved for the purposes mentioned above, they are to be open for student use. Students using these spaces to study should keep in mind that they are not group study rooms; students studying in these rooms are expected to welcome others who wish to share the space.

Any questions regarding this policy should be directed to [ingramoutreach@westga.edu](mailto:ingramoutreach@westga.edu).