

Fine Arts Library

Room Policy

The Fine Arts Library has three rooms available for library sessions, classes, and meetings, and one room available for video/DVD viewing. The rooms are for the exclusive use of University of Texas faculty, staff, and students with preference given to those affiliated with the University of Texas Libraries and the College of Fine Arts.

When reserving and using a media/study room, library users must adhere to the following policies:

1. RESERVATIONS

Room reservation must be made by filling out the appropriate web form, or by emailing falreservations@lists.cc.utexas.edu. A reservation is a request until it is confirmed by the room scheduler. To check the availability of a room please go to <http://www.lib.utexas.edu/fal/falreservations.html> and click on the “Check For Room Availability” link. Rooms can be reserved for a one-time event or for an entire semester. The Library reserves the right to reassign or cancel reservations to assure the maximum and most appropriate utilization of its spaces. As much notice as possible will be given should reassignment be necessary.

2. ROOM USE

Rooms are kept locked. Ask at the FAL circulation desk just before the start of the reservation period for staff to open the assigned room. Drinks are permitted only if their containers have spill-proof tops. Food can be served only with prior consent from the Head Librarian. Rooms can only be used during the library’s hours of operation and must be vacated 5 minutes before closing. **Please make sure the reserved room is locked upon leaving.**

3. ROOM EQUIPMENT

Each room has multiple audio/electronic media options available. Please let the room scheduler know at the time of request exactly what equipment will be needed. Tables and chairs may be re-arranged as needed. The pianos are for classroom instruction only, and not for practicing.