MEMORANDUM FOR RECORD

SUBJECT: McDermott Library Room Reservation

1. While we remain committed to providing an inclusive environment that respects the many different uses our patrons might make of our space, I have to ask for your help preserving those spaces for “students first.” Outside agencies requesting office space in library study spaces may conflict with our primary mission.

2. If anyone asks to reserve a library room for any purpose other than individual or group study, and it is fair to ask their intent, then please refer them to the Library Administration office. Our standard is that the rooms are intended to support the direct needs of students using the library’s collections, or using the library as a study space.

3. A justification that claims other types of possible uses are also “for the students” (for example, security clearance interviews) may be true, but literally everything that happens at the Academy is for the students. Our rooms are for a very particular use by the students and we respectfully request that other needs be addressed elsewhere.

4. The Library Administration reserves the right to consider that mission impact when approving or denying room requests. Please refer outside agency requests directly to library director.

5. The following is posted on the library’s website: Library rooms are prioritized for cadets, faculty, and staff use. Requests to reserve library rooms by anyone else and for any purpose other than individual or group study are addressed by the Library Administrative office on a case-by-case basis with a minimum 48-hour notice. Please submit those requests at the library Information Services Desk, by phone at 333-2590, or by e-mail at libinfo@usafa.edu. If you are a cadet, faculty, or staff member and would like to reserve the large meeting room or presentation room, select from the Category drop-down menu.

DIANE G. KLARE
Associate Dean and Director
McDermott Library