

ACADEMIC AFFAIRS POLICY

Policy Title: **LIBRARY SPACE FOR PROMOTIONAL EVENTS**

Policy Number: [Assigned by Policy Subcommittee]

Campus: ☒ Lisle ☐ Mesa ☐ Both

Policy Status: ☒ New policy ☐ Continuing/active policy ☐ Archive policy

Supersedes: (None)

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Associated Division(s): Academic Affairs

Responsible Office(s): University Library

Name(s) of Designated Policy Owner(s): Joy Matteson

Approved By:

- **University Planning Council Subcommittee on Policies:**

Tim Marin, Ellen Ziliak 2/13/2026

- **President:**

Joseph Foy 9/11/2026

1. Purpose

The purpose of this policy is to ensure that all University departments and student organizations can equitably use the Benedictine University Library spaces for promotional events on the Lisle campus.

2. Scope

This policy applies to all current faculty, staff, and student organizations. Outside organizations may inquire via email to the University Librarian.

3. Definitions

Promotional Library Space: There are library spaces that are designated as private study rooms that are reserved through the LibCal reservation system, but these are not designated as promotional library space. The spaces available for reserving for promotional events include the following spaces only:

- The Library 2nd floor outside entrance in Kindlon Hall
- The Library 2nd floor inside lobby entrance area
- Kindlon 232

Reservations: reserving a space via form that is approved by the University Librarian.

Promotional Event: An event that draws attention to a product or opportunity. Funds may or may not be exchanged. For this policy, only events that support student organizations, faculty, or staff departments will be reviewed and must complement the University Library's mission and vision. For outside organizations who inquire, please contact the University Librarian.

4. Policy Statement

The Benedictine University Library requires all faculty, staff, and student organizations wishing to host a promotional event to submit a reservation form for promotional library space at least one week prior to the event date. Final approval of all University promotional events rests with the University Librarian, who will also schedule approved events in the Library's Outlook calendar.

The Benedictine University Library reserves the right to deny requests that do not comply with this policy. Permission to use the Library's space for University promotional events does not in any way constitute an endorsement or sponsorship by the Library, unless specifically indicated.

Any use of Library space that disrupts the normal operations of the library will not be permitted, and library staff reserves the right to cancel the event or move the event to a less disruptive location.

5. Procedures

1. A faculty member, staff member, or student club representative may fill out a form to reserve a Library Promotional Space, up to one week in advance of the event.
2. The maximum time frame for a promotional library event is 2 hours during regular open hours of the University Library, including set up and take down.
3. The University Librarian will review the event time and date and alert the requester that it has been approved or not approved via email. If approved, the event will be reserved on the Library's Outlook calendar. If not approved, other reservation spaces will be suggested or referred to the Student Life Office or Facilities.
4. The requester may reserve up to 2 library chairs and one large rectangular desk from the KN 230 Office Suite. The Library will not provide other supplies for the event unless prior permission is obtained from the University Librarian.

5. The requester is responsible for acquiring the table and chair(s) and being present for the entire event. The requester is also responsible for any clean up and set up before and after the event.
6. Due to high volume of requests, the Library will only approve up to 2 events per month per organization, student club, or department.

6. Related Policies and Documents

- Library Marketing and Display Policy
- Library Study Room Policy
- Library Code of Conduct Policy

7. Related Forms

- Benedictine University Library Promotional Event Reservation Form