

To: Library Building and Safety Committee (LBSC)

From: Library Steering Committee (LSC)

Re: Group Study Room Policy

Date: June 19th 2017

Background:

When TCNJ Library moved to the current facility in August, 2005, a “First-come, First-served, No-reservations accepted” policy was put in place for all of the freely available group study rooms. That policy has been subsequently revised in some minor ways, but the [current policy](#) maintains the same basic principles.

The LBSC has proposed modifying the policy. The sentiment among LSC members is that while there may be a problem with the current policy, the April 26th 2017 proposal from the LBSC takes the form of a solution proposed to a problem that has not been shown to exist.

Charge:

The Library Steering Committee charges the Library Building and Safety Committee to:

- Review and assess the suitability of the “TCNJ Library Group Study Room Policy” (<http://library.tcnj.edu/about-the-library/policies/group-study-room-policy/>) Consider relevant data (e.g., longitudinal library-use statistics), input from stakeholders (e.g., LibQual or other surveys, open fora, etc.), and best practices from academic libraries prior to developing preliminary and final recommendations, as required by Library Governance procedures.
- If your review indicates that changes to the current policy are warranted, develop and propose such changes.
- If your proposed changes include scheduling or reserving Group Study Rooms, include a discussion of how such scheduling might be implemented.
- Send final recommendations to the LSC, together with a discussion of how the recommendations were developed and how testimony/input was solicited and used.

Timeline:

The LSC requests that the LBSC submit a preliminary recommendation by October 15th, 2017, and a final recommendation by February 15th, 2018.

TCNJ Library Governance:

The following steps must be followed in preparing recommendations:

- (1) Identifying and reporting the problem. If necessary, the Library Steering Committee (LSC) will prepare a charge identifying the issue for the appropriate committee.
- (2) Preparing a preliminary recommendation.
- (3) Making a final recommendation.

The presenting of testimony, prior to both the preliminary and final recommendations, is central to the concept of shared governance. The three-step process ensures that there are opportunities for formal testimony and open comment from affected individuals and all stakeholder groups. Committees are expected to be proactive in inviting stakeholder groups to provide testimony at both steps # 2 and #3 of the process. It is expected that committee members will bring issues back to their stakeholder groups for discussion. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. Preliminary recommendations for a new policy, procedure, or program must be presented to the stakeholders, either at a regular library general staff meeting or at a scheduled forum. The period for open input and comment must also be communicated to all stakeholder groups. If the committee determines that substantive changes are needed after the preliminary recommendation has been presented at an open forum, then the revised recommendation must be sent to all stakeholders and presented again at an open forum.

Committees shall send final recommendations to the LSC.