

To: Library Building and Safety Committee (“LBSC”)

From: Library Steering Committee (“LSC”)

Re: Noise in the Library

Date: December 11, 2013

Background:

Noise in the library has been identified as an issue of student concern in LibQual and other surveys. Although there has never been a policy to this effect, there has been a belief on the part of at least some students that “the higher one gets in the library (floor-wise) the quieter it gets.” Needless to say, this expectation is not always met. The crux of the problem is that some parts of the library are perceived by some students to be too loud.

Charge:

The Library Steering Committee charges the Library Building and Safety Committee to review LibQual and other survey data on noise in the Library, to review the Library’s current policy on noise (<http://library.pages.tcnj.edu/about-the-library/policies/smoking-and-noise-policy/>) and then:

- Consider possible ways to address the student concern about noise in the library. For example, the committee could consider: should areas of the library be designated quiet study. If so, which areas? Should there be quiet study hours? How will quiet be enforced? Or other ideas as appropriate.
- If recommendations for modifications to current practices and procedures regarding noise or to the current noise policy are warranted, develop the proposed recommendations.
- Consider survey data, input from stakeholders, and best practices from academic libraries when developing preliminary and final recommendations, as required by Library Governance procedures.
- 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 Steering Committee requests that LBSC complete this charge by March 1, 2013.

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.