

UM Libraries Space Booking Policies/Procedures

Online Booking Form: <https://libraries.olemiss.edu/library-events-email-scheduler/>

*Form gets emailed to libadmin@olemiss.edu

Forms received by 2PM will be processed same day.

Forms received after 2PM will be processed no later than the next business day.

1. All booking requests must be submitted through the online form. Phone or in-person requests cannot be accepted.
2. Bookings are accepted by semester based on the following:
 - a. Fall Semester – Start Booking on July 1st.
 - b. Spring Semester – Start Booking on November 1st.
 - c. Summer Term – Start Booking on April 1st.
3. Space is assigned based on number of attendees, tech needs, function and availability. We will always try to accommodate first preference.
4. All spaces will be stocked with standard supplies (pens, pads, hand sanitizer, etc). Markers for spaces with whiteboards will be stocked.
5. Space Manager to ensure all spaces are equipped with needed tech accessories to ensure equipment operates as intended/needed.
6. Leftover food/drink should be placed in trash can outside of meeting space. Failing to remove items and follow policies may result in restricted booking requests.
7. Space Manager will inspect spaces throughout the day to ensure cleanliness, supplies stocked and equipment is operational.