



**Policy Number:**  
**Originating Office:** University Libraries  
**Responsible Executive:**  
**Date Issued:** Approved by Operations Group on 10/01/09  
**Date Last Revised:** 5/9/2011

UNIVERSITY LIBRARIES BUILDING USE  
Course-Integrated and Conference Presentations, Performances,  
Installations and Exhibits

---

**Policy Contents**

**I. Reason for this Policy ..... 1**  
**II. Statement of Policy ..... 1**  
**III. Definitions ..... 2**  
**IV. Procedures ..... 2**  
**V. Related Documents, Forms and Tools ..... 2**

---

**I. REASON FOR THIS POLICY**

In accordance with their mission [<http://www.usd.edu/library/mission-vision-deans-welcome.cfm>], the University Libraries welcomes the use of spaces in the I.D. Weeks building by University of South Dakota students for course-integrated activities, including, but not limited to presentations, conferences, installations, exhibits, readings, and performances. The following policies and procedures are designed to provide information and guidelines for working with the Libraries to host University events.

---

**II. STATEMENT OF POLICY**

**1. Working with the University Libraries**

The intended project may not interfere with any library functions or use of spaces. The University Libraries will not schedule events/presentations during peak study periods. Depending upon the intended location, it is possible to relocate or rearrange some furniture for the duration of the project. Participants should avoid making permanent marks on walls or other surfaces, and they must return spaces to their original condition at the conclusion of the event. The University Libraries cannot assume responsibility for any damage to or loss of artworks or installations.

**2. Proposing a Project**

The University Libraries provides a Course-Integrated Project Proposal form which students submit to the appropriate faculty member for approval. The student or faculty member submits the completed Webform to the Art & Exhibits Chair at the University Libraries. The

Dean of Libraries and the Art and Exhibits Committee must receive proposals at least one month before the event. Students and Faculty Advisors will be notified within one working week.

**3. Publicity**

Students, in coordination with their faculty members, are responsible for publicity for the proposed project including posters, fliers, postcards, etc., which should include proper library logos, date and time of public talks/performances and other pertinent information. The University Libraries Marketing and Communications Committee must approve all publicity. USD Marketing and University Relations [[www.usd.edu/urelations](http://www.usd.edu/urelations)] pre-approve any off-campus publicity. The University Libraries will publicize these events through library media and the USD Events page.

---

### III. DEFINITIONS

Not Applicable

---

### IV. PROCEDURES

A completed Course-Integrated Project Proposal form must include your faculty advisor's approval.

---

### V. RELATED DOCUMENTS, FORMS AND TOOLS

Course-Integrated Project Proposal form:

<http://www.usd.edu/library/course-integrated-project-proposal.cfm>

Form is located on the University Libraries Arts and Exhibits Website:

<http://www.usd.edu/library/aee.cfm>