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## **Guidelines for Library Space Partnerships**

We welcome you to the heart of the University of Utah. Because of the Library's location, size and hours of operation, you have chosen to partner with us to advance both of our missions and ensure strong service to our faculty and students.

**Our Mission** - The Marriott Library inspires the discovery, creation, and use of knowledge for Utah and the world.

**Our Vision** - World-class resources, patron-focused services, expert and responsive staff, and a technology-rich inviting library will make us the knowledge provider of choice for life-long learning.

**To ensure a successful partnership the following guidelines should be observed and mutually agreed upon.**

### **Library Provided Services and Support**

- Library Security will be responsible for providing each group with updated building maps, emergency routes and procedures, and who to call information. Security will conduct daily security rounds through all library spaces and will work to enforce all fire, ADA and building codes.
- Keys and Card Access throughout the building will be assigned and managed by Facilities and Security Management. Key requests and door access forms should all be returned to 3200B.
- Access to networking closets and all other networking issues will be coordinated by the Head of PC Computing, Computer and Media Services.
- Partners will have access to the library employee lounge 5230 and library conference rooms. Conference rooms may be scheduled online at [www.lib.utah.edu](http://www.lib.utah.edu)
- Partners will receive and may contribute to the Marriott Library's daily electronic newsletter (FLASH).

### **Home Department Responsibilities**

- Departments should keep the Facilities Manager apprised of any employee status changes.
- Keys must be collected by the Home Department and returned to the Facilities Manager and card access terminated when an employee resigns or is relocated.
- Partners will observe Library Hours, Service Principles, Staff Space Use Policies and the Food and Beverage Policy at all times.
- Computer hardware, software and other equipment are the responsibility of the home department unless services are contracted through the library.

Library Director \_\_\_\_\_

Library Partner \_\_\_\_\_