

Joyner Library Procedure Manual

200.40

Subject: Janice Hardison Faulkner Gallery

Title: Use of the Janice Hardison Faulkner Gallery

Administrative Procedure – Date Issued by Administration: March 25, 2014

Library Director: Jan Lewis

The Janice Hardison Faulkner (JHF) Gallery exists to:

- share Joyner Library's resources, services, collections and promote their use
- support the library's role as the intellectual heart of the university
- support East Carolina University's efforts to educate, enrich, and interact with the community
- foster relationships between Joyner Library and its users.

Joyner Library may provide use of the JHF Gallery for events that:

- are associated with Joyner Library or the academic support offices located within the library
- of interest to a wide university or community audience
- do not conflict with the library's exhibit or event calendar
- meet the Gallery's space requirements

Joyner Library cannot provide use of the JHF Gallery for:

- recurring events
- events of limited interest to the university or community audience
- classroom instruction not associated with using the library's resources or services
- student organization events
- commercial or political purposes
- departmental administrative functions such as committee meetings, reviews, or training
- events that do not provide at least one month notice
- any event that conflicts with Joyner Library's ability to fulfill its mission

Joyner Library cannot provide extensive technology, marketing, parking, catering or housekeeping support to events that it hosts but does not sponsor. The library reserves the right to cancel any event if guidelines have not been met by the user in a reasonable amount of time or if communication falters between the user and the library.