Student Guidelines for Use of the Main Library "Pop-up" Area, Level 2

'Library Reception Area' via the Student Event Request Form

February 2023

The area just inside the Main Library entrance on Level 2 (beyond the Papyrus Café seating area and opposite the Library Service desk), has been designed as a flexible "pop-up" service area to provide a venue for mini-events, promotional activities, displays etc. for the benefit of students and staff. The proximity to the café and the Library entrance makes this area a high-traffic zone and activities in this area is likely to be noticed by a relatively large number of people.

Library Services will be using this area for our own activities but also welcome other Bond University staff and student groups using the space for appropriate activities. Activities can be interactive but should not be disruptive beyond the immediate area. All student requests to use the space must be approved by Student Events https://bond.edu.au/current-students/university-life/student-events in the first instance and details will be provided to the General Manager, Library Customer Services who will liaise with the students involved. Requests should be submitted via the form no less than 10 days prior to the event, activity or display as other bookings may already exist for this space.

What is allowed

- Promotional activities by Student Support areas such as Student Success & Wellbeing, Student Business Centre, Academic Skills Centre, Office of Future Students, Career Development Centre, Ally Network, and the Nyombil Centre
- Approved promotional activities by BUSA and any approved BUSA Clubs
- Static Displays, with a designated student contact to manage the display
- Displays of student work
- Book launches for publications written by Bond staff and students
- Group Assignment activities that relate to a piece of assessment e.g Event Management

What isn't allowed

- Any for-profit commercial activities such as tutoring for a fee or selling merchandise or services or products
- Any messy or odorous foods or displays
- No collection or donations of cash or money
- No ticket sales
- Direct approaches to students in the library
- Animals (unless prior approval – see University Pets on Campus Procedure)

What equipment is supplied

- Small Round Table
- 2 Chairs
- A4 and A3 perspex poster holders
- Use of the EduTouch screen (if booked ahead)
- Digital Signage in the Library (must be sent to studentevents@bond.edu.au for approval prior to the activity or display)

Filming, Audio Recording and Photography pre-approval

Students must apply for permission to film or photograph in the Main Library, Law Library, Multimedia Learning Centre (MLC) or Papyrus Cafe. The application form can be obtained from the Library Service Desk in the Main Library. On the application form, students will need to provide contact details, the proposed date and time of the filming / photography, the number of people involved and the purpose (e.g. for a Bond student assessment etc.) https://bond.libanswers.com/faq/234010

To book the space :

Visit https://bond.edu.au/current-students/university-life/student-events and complete the online form at least 10 days prior to the activity or display.   Include as much detail as you can in the form. Choose "Library Reception Area" as the Proposed Venue on the Event Details page of the form.

Rules

- No events and activities in Weeks 13-14 – Exam Periods
- Only one event or activity per day can be booked
- Activities must be booked in advance by submitting a Student Events request form
- Activities and displays must be approved by the Student Events Officer in the first instance
- Details will then be passed on to the General Manager, Library Customer Services for further discussion on the requirements of the display or activity
- Displays must have one student contact who will be responsible for setting up the display, checking on the display and taking down the display
- Library staff will not assist with any setup, takedown, printing or cleaning up from an activity or display
- The Activity or Display must have clear signage (printed on A4 or A3) that indicates
    - The Name of the Group or Club conducting the Activity
    - The purpose of the display or activity – Why are you conducting this activity or display?
    - The details and timeframe of the Activity e.g. date and time
    - A contact email if any students wish to ask questions about the Activity or Display
    - The name of the Subject that the activity relates to, if it is for an Assessment for a Group Assignment

Contacts :

Alison Bishop, Student Events Officer studentevents@bond.edu.au | 07 55951211

Sue Hutley, General Manager, Library Customer Services shutley@bond.edu.au | 07 55953530