



THE YOCUM LIBRARY ROOM USE POLICY

The Yocum Library has several rooms that can be used by current RACC students, staff, and faculty. The Ground floor lobby, the exterior grounds, and the Floor 1 classrooms in the Humanities Center of The Yocum Library building are reserved through Ms. [Linda Henry](#) 610-236-3947. Floor 4 of the library is reserved through Ms. [Sandra Strause](#) 610-372-4721 ext. 5011.

The Assistant Dean of Library Services administers the use of Rooms Y103, Y306, and Y301 (The Tower Room). These rooms can only be used by current RACC students, staff, and faculty for educational, cultural, intellectual, or charitable activities. Public areas of The Yocum Library cannot be used for meetings.

Current RACC students, staff, and faculty can reserve Rooms Y103 and Y301 (the Tower Room) by submitting the online [Yocum Library Room Reservation form](#). Requests must be made 7 days in advance. Reservations can be requested in these rooms in compliance with the following guidelines:

- Rooms cannot be reserved for individual use.
- Rooms will be assigned by the library based on group size and needs.
- Groups larger than 12 cannot be accommodated in the Library.
- Groups can reserve a room for a maximum of 4 hours at a time and up to 2 times a week.
- Recurring requests are accepted for the length of one semester/session only.
- Groups must cancel a room reservation if it is no longer needed. If groups do not arrive to use rooms within 15 minutes of scheduled use time, the rooms are reopened to public use.
- No admission can be charged.
- Additions to or alterations of equipment, systems, or walls, flooring, furniture, etc., are not allowed.
- Groups are responsible for any damage to the room during its use.
- Meetings may not use the wording "The Yocum Library" in any advertisement unless permission has been granted by the College.
- The Yocum Library reserves the right to cancel a reservation if the space is needed by the College.