



University of New Hampshire Library

Events at the UNH Library

Policy

The UNH Library welcomes invitations to host, partner or sponsor (see below) academic events (those that are supported through University Departments) in physical library spaces that connect to the [University's Strategic Priorities](#) and the [Library's mission, vision and values](#) including supporting the teaching, research, scholarship and wellness of the UNH community.

UNH faculty, staff, and committees, registered UNH student clubs and organizations, and other UNH-affiliated departments can request to have the library host, partner or sponsor events in library spaces. Each request will be reviewed by the Assistant Dean. If approved, (after consultation with stakeholders including program leads and the Dean if necessary), the Assistant Dean will contact the requestor to formalize any agreements regarding hosting, partnering or sponsorship. Space is assigned at the discretion of the Assistant Dean and is based on availability, resources, and the nature of the event. Requests for specific spaces will be considered but are not guaranteed.

Library as Host

Library space is used, but the event/display is not a library-related function or service

Library Sponsor/Co-Sponsor

Library bears some or all responsibility for the event/display and contributes financially to library-specific functions/services/displays

Library as Partner

Library works together with campus colleagues/student group(s) to deliver a program, service or display; a united partnership. Involves shared planning, implementation, and financial commitment

Procedure

1. Request to the Dean's Office (via online Qualtrics form on website) as soon as planning is underway (at least 2 weeks prior to the proposed date)
2. Dean's Office Senior Administrative Assistant forwards request to Assistant Dean
3. Assistant Dean reviews and seeks input from stakeholders
4. Assistant Dean shares decision with requestor and copies Dean's Office Senior Admin.
5. If approved, Dean's Office Senior Administrative Assistant schedules event in EMS and informs colleagues as needed (e.g., Service Points program) within three business days

[Qualtrics Application Form](#)