

Fishbowl Reservations

Fishbowl purpose The primary purpose of the Fishbowl is for unstructured student use, with occasional reservations for research-related instruction, library meetings, or library-sponsored or co-sponsored special events.

In order to reserve the Fishbowl, your event must meet one or more of the following criteria:

- The event is research-related, such as a class workday.
- The event promotes student academic success, such as a faculty-supervised advising session.
- You are partnering with Benner Library as a co-sponsor for the event.

Before making a final reservation, we feel it is important that the person making the reservation understand what we offer as well as our expectations. This document highlights our reservation procedures.

Requesting a reservation

- Requests for a reservation must be made **one week** in advance of the reservation date.
- Please contact Public Relations Librarian, Jasmine Cieszynski at jcieszyn@olivet.edu, to request a reservation or for any questions. In your email, please include:
 - Names of the requesting group and event
 - A basic description of the event
 - The number of people you expect to host
 - The times and date of requests.

Expectations The person or organization reserving the Fishbowl is ultimately responsible for set-up, staffing, and clean-up for the event.

- If you need assistance with any of these things, contact the **Public Relations Librarian** to work out the details of possible extra staffing available.
- Remember, decorations and advertising should fit with the Mission Statements of Olivet Nazarene University and Benner Library.

Times when reservations may be restricted Because of the needs of Olivet students, the following times are *not* generally available for *lengthy* reservations, in order to preserve the space for group meetings and study:

- Start of the Fall Semester
- Mid-Terms
- Finals

Co-sponsoring privileges Partnering with Benner Library is an option for student groups who are planning activities which have an academic, career-readiness, or other purpose which fits well with the Library's mission to "...promote student success, academic excellence, and life-long learning." Contact the Public Relations Librarian to discuss the possibility of partnering.

As a co-sponsored event, Benner Library may provide additional advertising or support services. In order to be considered as a co-sponsor, events must be schedule three weeks in advance. The offer to co-sponsor is extended by Benner Library to the requestor. Details will be discussed in person for first-time collaborators or by phone for repeat collaborators. A minimum of voice-to-voice communication ensures efficient information exchange and provides the opportunity for true collaboration. Email alone is not an adequate medium for planning collaborative efforts.