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 scheduled 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.