2022-2023 Event Policies & Guidelines

Stony Brook University Libraries inspire learning, research, scholarly inquiry and service in an environment dedicated to the open exchange of ideas and information. The University Libraries are engaged in scholarly, cultural and artistic interactions with Stony Brook University, and its regional and global communities.

General Policies

- All events should advance University Libraries' Strategic directions and guiding principles. Outreach is an important part of our vision and engagement. When introducing or closing an event it is the responsibility of the event organizer to be sure to "brand" all library events through the following:
    - Acknowledge/thank both library and/or external partners/co-sponsors for working together and highlight the importance of these relationships
    - Promote the Libraries' upcoming events by plugging them at your event

- This is an opportunity for library faculty liaisons to consider programs and events that will help them cultivate deeper relationships with their academic departments. We also encourage staff members to submit proposals that engage the wider SBU community.

- Remember to consider the academic calendar and other campus event dates when submitting your proposals to 1) partner, coincide with, or enhance other campus events, such as Black History Month, and/or 2) avoid possible disruptions (campus lifetime events, parades, loud marching bands).

- We encourage events to be *student-centered* whenever possible. 'Student-centered' are events that can be as equally enjoyable as they are informative, and that are designed to appeal to students.

- All events involving external departments must acknowledge the University Libraries as co-sponsor or partner in all publicity materials.

- Event proposals should be submitted using the Event Proposal Form by the deadline given.

- If there is a request for funding for any honoraria and/or other expenses to be paid to an external guest speaker, 6 months notice is required.

- The event organizer will receive an email of acceptance, denial, or request for more information prior to semester start date. Review of event proposals will be done on a rolling basis.

- Event organizers must provide a brief event description with each proposal they wish to have submitted to the University Calendar and Campus Announcements. This must be completed through the event proposal form.

- Recurring events (e.g. series with more than one date) require separate submissions to the Event Proposal Form. Please do not submit them as one event through the form as each date needs to be reviewed individually.

- The purpose of all blog posts is to showcase our expertise and to promote the Library's engagement with the SBU community. The event organizer must write **one blog post** either prior to or following the event.

- All approved supplies must be purchased through Wolfmart with budgetary approval from the ADs. Personal reimbursement for purchase of any supplies will not be approved.

- Promotional materials (digital signage, web banners, social media campaigns) are created and designed by the Libraries' graphic designers *unless otherwise specified*.

- **The event organizer is responsible for all set-up before and breakdown after the event.** Volunteers may be asked to assist. All volunteers must secure approval from their supervisors.
    - CRR Events: AUS staff are responsible for notifying and clearing the space prior to the event; the event organizer is responsible for set-up and breakdown.
    - Upon request, Event Organizers may be assigned 1-2 student Event Managers to assist with the setup and breakdown of the space as well as monitoring the event while in progress.

- It is the responsibility of the event organizer to take attendance and submit to the COWG chair following each event.