



BUFFALO STATE
The State University of New York

ENGLISH DEPARTMENT STUDENT LOUNGE LIBRARY GUIDELINES

Welcome to the English Department Loungebrary, KH 322, our combination student lounge and free lending library. We are happy to be able to provide our students with a space to socialize, work and relax. Please note the following guidelines for using the space:

General Lounge Guidelines

- The lounge will be open weekdays from the start of business through the early evening. When the lounge is open, the door is to remain propped open so that all students can access this space.
- Please pick up after yourselves and keep the lounge clean. If it is not properly maintained, the English Department will close the space down.
- You are responsible for your personal belongings; this is not a secure space, so please do not leave your valuables unattended.
- This is not a space for private group meetings. Student groups may book other meeting spaces (if your meetings are closed and private), through Maureen in the office, or through your group's faculty sponsor.
- Do not deface this space by writing on the walls, destroying the furniture, etc. If this happens, the Department will shut the space down.
- The lounge is both a social space and a work space. As such, we expect that folks will be reading and working, as well as socializing and talking. If you need a more quiet space to work, please consider using the library or the thesis reading room.
- The lounge has a fridge, coffee maker, and microwave for your use. ***Please make sure that all appliances are plugged into the surge protector***, as the building and its wiring are old. It is your responsibility to maintain the coffee maker, the fridge, and microwave, including cleaning them.
- Ketchum Hall does have wireless, so feel free to bring in your own devices. Never leave your laptops or tablets unattended anywhere, including in the lounge. The English Department is not responsible for lost, stolen or damaged property.

Loungebrary:

In addition to lounge space, this room serves as an informal lending library for the students in the English Department. You are free to take and use the books and periodicals in this room. Please be aware of the following:

- Our collection is catalogued. You can access the catalogue at the following link: <http://www.librarything.com/catalog/BSCEDLibrary>.
- You are free to take any of the materials in the loungebrary but please return them when you are done. The loungebrary works on an honor system, and materials you keep will not be available for others.
- Once you take a book or magazine, please do not re-shelve it. Rather, return the item to the marked area, and we will re-shelve it so it is in the proper place
- Please do not use books, journal or magazines as door-stops or table levels. This damages the materials.
- If you would like to donate extra books to the loungebrary, please do not just put them in the space, rather, donate them to the English Department main office (there is a box), and we will catalogue and shelve them appropriately.