Troy Moore Library

Usage Agreement

By reserving the Troy Moore Library, users agree to the following rules and regulations:

- All events require Departmental approval.
- Organizers must contact Harper Strom (hstrom@gsu.edu/35807) at least one week before the proposed event to check availability and receive approval.
- No food is allowed without express permission.

Technology:
- The Department of English is not responsible for providing technical assistance for events.
- Event organizers may schedule a consultation with Technology Coordinator Alex Fedorov (afedorov@gsu.edu/35850) no later than 48 hours before an event, subject to availability.
- Users may not move or change settings on the computer workstation.
- Do not shut down the computer after use. Do turn off the projector via the remote.

After an Event:
- Furniture must be restored to its original configuration.
- All trash must be collected and placed in receptacles outside the Library.
- Any housekeeping or maintenance issues should be reported immediately to Facilities (30700).
- Doors must be closed and locked.
- If a key was borrowed for an event after regular business hours, it must be returned to the Front Office (923) no later than 9AM the next business day.