



UNIVERSITY LIBRARY TABLING POLICY

General Information

The University Library has spaces which may be used for short-term, informal interaction with students and other library users. Such “tabling” activity is generally conducted by University Library employees to promote library resources and services. These tabling spaces are also available for occasional events sponsored by GSU departments. The University Library reserves the right to limit the number and timing of tabling events to maintain the primary function of the space. Reservations by student groups or non-GSU organizations or individuals are not accepted.

Locations

- Atlanta
 - Library North (exterior) – Under the canopy in front of Library North
 - Library North (interior) – Library North entrance, 1st floor, along the windows at the top of the stairs.
 - Library South (interior) – Security desk at the intersection of Classroom South and Library South
- Perimeter
 - Dunwoody – Atrium
 - Clarkston – *The lobby space is not managed by the library. Mail request to: pcregreservation@gsu.edu*

Reservations for Non-Library GSU Departments

Complete a reservation request [Tabling Request Form - Georgia State University Library \(gsu.edu\)](#). Someone from the library will respond within two business days to confirm the request. Requests must be placed at least two business days in advance of the requested time.

Tables and Chairs

The University Library will provide one six-foot table and two chairs. Please indicate on the request form if you need a 2nd table and/or additional chairs.

Scheduling Priority

Tabling space may only be reserved by Georgia State University faculty, staff, or departments. Reservations by student groups or non-GSU organizations are not accepted.

Hours of Operation

Tabling will be allowed during regular library hours.

Originally approved by Library Administrative Council (LAC), 9/22/2023.