

Texas Woman's University

Library Policy Manual

Policy Name: Library Terrazzo Usage (Denton)

Last Library Review: June 2022

Next Library Review: June 2023

Purpose: The purpose of this policy is to provide guidelines for events that are held in the Blagg-Huey Library. The terrazzo floor at the entrance to the building must be protected and maintained by all Library users in order to preserve its beauty and lifespan.

Note: *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.*

Definitions: For the purpose of this policy

Terrazzo – *the floor covering at the foyer of Blagg-Huey Library on the 1st floor*

Policy:

- All spills on the terrazzo must be immediately cleaned up for safety reasons and to prevent permanent staining on the floor. This includes food, water, beverages, lubricants, other materials, etc.
- Heavy equipment should not be dragged or rolled, or moved on the terrazzo. The Library Dock is designed for this purpose.
- Food tables cannot be placed or positioned on the terrazzo.
- Keep the foyer walls and columns clear of posters and signage.
- Only masking tape and professional gaffer tape can be used to adhere wiring, cords, etc. to the terrazzo flooring.
- Please notify the Information Desk if you observe any issues with the floor or foyer.
- All Blagg-Huey Library occupants are empowered to notify the Administrative Office of infractions to this policy.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.