Frequently Asked Questions
Hatcher Library Gallery (Room 100)

Who can use the Gallery?

The University of Michigan community is encouraged to propose programs and events related to the Library's broad mission to support, enhance, and collaborate in the instruction, research and service activities of the University and its community. We welcome collaboration with civic and educational organizations provided such collaborations are consistent with the Library's mission and University policies.

We particularly welcome faculty who wish to use the space for public programs and educational or scholarly events or discussions. Please contact the Exhibits and Outreach Librarian to discuss ideas and proposals. Contact Karen Jordan at kjordan@umich.edu.

Who can propose events for the Gallery? Is it just for the University?

University departments, student organizations, and organizations from the community are welcome to propose events for the Gallery. Events should be broadly related to the Library’s mission and ideally reflect a collaboration with the Library in some way. You are encouraged to contact the Exhibits and Outreach Librarian to discuss possible collaborations or other kinds of events. Contact Karen Jordan at kjordan@umich.edu.

Is there a charge?

Currently, there is no rental charge to use the Gallery in Room 100. We are not a rental facility – instead we want to use MLibrary facilities as a public good to foster our learning community. Direct costs and any damage to the facility are your responsibility. This may be revisited in the future, and we may require a deposit or certificate of insurance for certain kinds of events.

Can food be served at events in the Gallery?

Food may be served in the Gallery with some limits. There is no cooking in the Library or in the Loading Dock. Caterers may not fry foods in the Loading Dock. Sterno may be used in chafing dishes in Room 100 but must be carefully attended to minimize any risk of fire. Candles are not permitted. There is not a water source in the Gallery. Arrangements must be made in advance to coordinate food service. You are responsible for all clean up; a deposit for clean up may be required in some cases, such as in the case of an event with large attendance.
Can alcohol be served at events in the Gallery?

The Library follows all University of Michigan policies regarding the serving of alcohol. Because the library is open to the public, and students are always in the building during open hours, we do not permit serving alcohol in the Gallery.

What does the Gallery provide in terms of equipment, facilities, seating capacity, etc.?

Generally, the MLibrary owns certain furniture and av equipment that may be used for events provided it is not otherwise in use. Plan ahead to ensure our av staff is able to accommodate your event; depending on the complexity of your needs, you may need to rent av equipment, microphones, and other such equipment at your expense. We are generally able to provide the resources described below with sufficient advanced planning in light of our own limited staff resources. You will need to arrange any other materials or services at your expense unless otherwise arranged; vendors or deliveries must be coordinated with the Exhibits and Outreach Librarian.

Furniture Available:

- Podium, with hardware for a fixed microphone if desired (We request that the MLibrary logo on the podium be visible for all events)
- Audience seating
- Wood tables – permanently in the Gallery
- Folding tables – 5 ft. x 30 in. and 4 ft. x 30 in.
- Coat rack
- Mila walls for exhibit display

Our facilities staff will set up the room for your event. Please let us know your setup requirements as soon as possible. You may schedule an appointment to view the Gallery and discuss options. Please contact Karen Jordan at kjordan@umich.edu.

Audio-visual Equipment Available:

- Fixed microphone for the podium
- Handheld wireless microphones
- Wireless lavaliere (lapel) microphones
- Sound system
- LCD Projector
- Laptop computer

A member of our staff will be present to run av equipment. Please let us know your av requirements as soon as possible.
Where can attendees park?

Street parking is available as is public parking. Nearby parking structures are located on:

- South Forest near South University
- Maynard near Liberty

For detailed directions to the Forest St. parking structure, see http://www.lib.umich.edu/hatcher-graduate-library/directions-harlan-hatcher-graduate-library

Is the Gallery handicap accessible?

Limited handicap parking is available next to the service drive between the Hatcher and Shapiro Libraries, which is accessed from South University Ave. If you do not have a handicap tag or plate for your vehicle, you may use the service drive to drop a handicapped individual off at the South Lobby and then park in one of the public parking structures.

To enter the North Lobby (off the Diag), ramps are available on either side of the main staircase. The Gallery is just off of the North Lobby, and is accessed via a short ramp.

From the South Lobby, take the elevator up to the Second Floor, turn right, walk just past the Reference Desk, turn left to locate the elevators, take an elevator down to the First Floor, and the Library Gallery is visible off of the North Lobby. The Gallery is accessed via a short ramp.

How much time in advance of the exhibit or event should the Gallery be scheduled?

Exhibits are often scheduled 12 months or more in advance. Events should be scheduled at least 8 weeks in advance.

Decisions are based on relatedness to the Library’s mission, the University's academic goals, and calendar availability. The Exhibits and Outreach Librarian and the Associate University Librarian for Public Services determine scheduling.

Note that the Gallery is typically scheduled as much as 18 months in advance, though shorter timeframes are not unusual. We will do our best to accommodate inquiries that are consistent with our mission. Feel free to contact the Exhibits and Outreach Librarian in the early stages of your planning and with any questions you may have.
How do I propose an exhibit or event?
Who do I contact about scheduling the Gallery?

Before contacting the Library about a proposed exhibit or event, please review the Gallery Mission and the Planning and Proposing Exhibits and Events document.

Please contact Karen Jordan, Exhibits and Outreach Librarian, with inquiries, to discuss ideas, to propose an exhibit or event, or to schedule an event in the Gallery.

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