

Guidelines for Receptions in the Historical Library

Cushing/Whitney Medical Library Yale University

The Historical Library is an integral part of the Medical Library and the scholarly process at Yale. It was created as an attractive reading room for history of medicine scholars, faculty, students and friends, although all patrons are welcome to use the room. Patrons prefer the large tables to spread out their books and research materials. The shelves of the Historical Library contain circulating books in the history of medicine that are available for checkout whenever the Library is open. Additionally, there is considerable traffic into the Section of History of Medicine and the Historical Library offices that are located off the Historical Library.

Although receptions have been held in the Historical Library since it was built, the Historical Library is not a function room that can be "booked" in the manner of the Beaumont Room or the Boyer Center. For each reception, the tables and small bookcases have to be moved, usually against the book stacks so that access to the books is limited. The lamps have to be removed from the room. The floors show marks from tape placed over electrical cords, and the desks show damage from wet glasses. Security is a constant problem for receptions. Usually the set-up occurs hours before the function and often the room is not restored to its original appearance until the next day. These disruptions are extremely unpopular with faculty and students.

Receptions in the Historical Library are restricted to certain categories to avoid frequent disruption to Medical Library patrons and staff, and damage to the Reading Room and the collections.

Types of receptions that may be considered

- ◆ History of Medicine and Beaumont Club lecture series.
- ◆ Annual Library Associates Lecture or other major Library-sponsored lecture.
- ◆ Memorial Services for long time faculty.
- ◆ Student services for the cadavers.
- ◆ Annual Reunions reception.
- ◆ Functions at the level of the Dean of the Medical School, organized by the Dean's Office or the Office of Development.

Functions that are inappropriate for the Historical Library

- ◆ Departmental level receptions.
- ◆ Conference receptions.
- ◆ Retirement parties.
- ◆ Functions involving sit-down meals.
- ◆ Private functions.
- ◆ Meetings of any kind.

Procedures for Historical Library Use

All requests for use of the Historical Library must go to Betty Whittemore (5-5352) or Robert Hughes (5-6719).

General Procedures

No receptions will be allowed that do not follow the preceding Guidelines for Receptions.

With the exception of special announcements by the Dean, receptions must begin after 4:30.

Tape that does not damage the floor can be used to secure electrical equipment.

No fires are allowed except Sterno cans. Due to the fire hazard, cooking or candles are not allowed.

Medical Library personnel are not available to assist with functions unless cleared with the Director and/or Business Manager of the Medical Library.

Guidelines for Scheduler

Reception size is limited to 130 people (per Fire Marshall's Office).

A representative from the department responsible for the event must be on hand to supervise everything.

The individual overseeing the reception will be responsible for arranging and paying for any of the following services as needed:

- ◆ **Custodial Services** - to move tables with a two-man team, supply waste cans, clean up after the event etc. (room must be cleaned and returned to normal by 8:30am next morning) 785-4620.
- ◆ **Rental Services** - to provide tables/chairs as needed.
- ◆ **Security** - to obtain access to building/room and to provide security when needed 785-5555.

Receptions must be catered by Marigold's (5-4685). Rashmi Nath, Manager of Marigolds, is familiar with procedures for avoiding damage to the books and the room. If an outside caterer is needed, consider using either the Beaumont or Steiner rooms.

Moving of tables requires two people. Under no circumstances are tables to be "dragged" from one place to another. Alarmed display cases are not to be moved. All tables not being used for food service must also be covered with cloths to protect them. Removal of the tables from the Reading Room is not allowed.

All tables used for serving hot food must be covered with heavy gauge plastic and a top cloth. This procedure reflects the heat upward and helps to save the tables from cracking.

Food, serving utensils and waste must be removed immediately after a reception.

Considerations for the History of Medicine staff

Be considerate of History of Medicine faculty and staff. Direct any questions to either Betty Whittemore or Robert Hughes in the Library Administration Office.

I have read the *Guidelines and Procedures for Receptions in the Historical Library* and agree to adhere to these *Guidelines and Procedures*.

Name _____ Department _____

Date _____

Name _____ Department _____

Date & Time of Event _____

Type of Event _____ for _____
Reception/lecture Honoree