

Guidelines for Booking Display Areas in the L Building

Updated: 13 March 2024, WebVersion

Please review the following guidelines before submitting your booking request(s).

- Bookings start at noon on Mondays.
- Displays must be removed by noon on the Monday following the end of the reservation period.
- Email your booking request(s) to Linda Ma (lma@langara.ca), specifying the desired reservation period and the name of the event.

Wall display areas along the L Building corridor (walls A to I)

- Wall areas B and C have a maximum booking period of 4 consecutive weeks for hanging posters
- Contact Facilities to coordinate installation and removal of displays where applicable
- Walls G, H, and I are suitable for flat hanging displays (photos, posters, etc.) – NOT suitable for displays that jut out into the corridor due to limited space and high foot traffic

Refer to the attached diagram for corresponding locations →	
A	SW Wall - 34ft rail, 10ft high
B	SW Wall - 24ft rail, 10ft high (MAX. 4 weeks for posters)
C	SW Wall - 19.6ft rail, 10ft high (MAX. 4 weeks for posters)
D	SE Wall - 13ft rail, 10ft high
E	SE Wall - 17.3ft rail, 10ft high
F	Center East Wall - 17.8ft rail, 10ft high (Library has priority)
G	Center East Wall - 19.5ft rail, 10ft high (flat displays only)
H	NE Wall - 9ft rail, 10ft high (flat displays only)
I	NE Wall - 9ft rail, 10ft high (flat displays only)

Display cases (glass cases located at the library entrance)

- Use only Rueben tape, poster putty, and/or book tape inside the glass display cases
- See Borrower Services staff in the Library for key to unlock the cases
- It is the requestor's responsibility to arrange for set-up and removal of displays

Refer to the attached diagram for corresponding locations →	
1	7.5ft wide x 3.8ft high x 1.4ft deep
1a	2.3ft wide x 2.2ft high x 1.4ft deep
2	4.4ft wide x 2.2ft high x 1.4ft deep
3	4.4ft wide x 2.2ft high x 1.4ft deep

Display areas on the ground floor of the L Building

