
OFFICE: Benedictine Library **CREATED BY:** Ariel Neff
DATE: December 2, 2009 **Revised** 6/2016
CATEGORY: Policy
SUBJECT: Study Room Policy

Policy

1. The Benedictine Library offers four Group Study Rooms: one the 2nd floor and three on the Lower Level, Library Collection area. The three study rooms located on the Lower Level may be reserved.
2. Study rooms are available on a first-come, first-served basis or by reservation at the Circulation Desk. Study rooms are for the exclusive use of current Benedictine University students and may not be used by Faculty, staff, or public patrons.
3. Students may reserve a Lower Level Study Room in person or by contacting the Circulation Desk at: 630-829-6050 or circdesk@ben.edu. The second floor study room is available on a first come first served basis for use by two or more students. To make a reservation students will need to provide the following information:
 - Name
 - Phone number
 - Date & time a room is needed
 - Number of group members
 - If any equipment will be needed (see notes below)

Rooms unclaimed after ten minutes of their reservation will become available on a first-come first-served basis.

4. Rooms can be used for up to two hours at a time with the option of an additional hour if the space has not been reserved and no other group is waiting.
5. Two student IDs must be presented in order to use a study room. Only current Benedictine University ID cards (BenCards) are acceptable forms of ID. The IDs will be held until the study room is vacated. Study rooms are designed for use of no more than four students.

Special Notes:

- All Lower Level rooms are equipped with TV/VCRs. Groups needing those resources have priority for these rooms.
- Room 232 (Instructional/Multimedia Lab) can only be reserved through the University Librarian or the Associate University Librarian for instruction purposes.

- The Library reserves the right to deny reservations for rooms to students who repeatedly disrespect the Group Study Room policy.

Approved by: _____

Date: _____