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**OFFICE:** Benedictine Library      **CREATED BY:** Ariel Neff

**DATE:** December 2, 2009      Revised 8/2019

**CATEGORY:** Policy

**SUBJECT:** Study Room Policy

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## **Policy**

1. The Benedictine Library offers six Group Study Rooms: three on the 2<sup>nd</sup> floor and three on the Lower Level, Library Collection area. All study rooms 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 Study Room online, in person, or by contacting the Circulation Desk at: 630-829-6050 or [circdesk@ben.edu](mailto:circdesk@ben.edu). To make a reservation students will need to provide the following information:
  - Name
  - Email address
  - B-number
  - Date & time a room is neededRooms 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 extending the reservation by two hours if the space has not been reserved and no other group is waiting.
5. Two student IDs must be presented in order to use check out a key to 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. Key checkout for the Lower Level study rooms is at the Circulation desk and key checkout for the second floor study rooms is at the Welcome Desk.
6. Group study rooms are not for individual use and may not have more than four students in a room.
7. When leaving the study room, the door must be locked, the white board erased, garbage deposited in trash/recycling bins, and the lights turned off. Failure to do this will result in the suspension of study room privileges for one week.
8. Immediately notify the staff at the Welcome Desk or the Circulation Desk of any problems with the room when entering.

**Special Notes:**

- 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:** \_\_\_\_\_