



# Benedictine University

## Library

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DATE: December 2, 2009 Revised 8/9/2022 by Joy Matteson  
CATEGORY: Policy  
SUBJECT: Study Room Policy

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### Study Room 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 or Research Help Desk, or online at <https://ben.libcal.com/reserve/study>. Study rooms are for the use of any current Benedictine University student, faculty, or staff member with a Ben ID card. Alumni, relatives of current students, or public patrons may request a Benedictine Library study room on a case-by-case basis from the University Librarian or Associate University Librarian.
3. Current Bencard users may reserve a Study Room online, by telephone, email, or in person. To call or email to reserve a study room, please contact the Circulation Desk at: 630-829-6050 or [circdesk@ben.edu](mailto:circdesk@ben.edu). To make a reservation the BenCard user will need to provide the following information:
  - Name
  - Email address
  - B-number
  - Date & time a room is needed
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. Rooms may be booked up to one week in advance. Rooms unclaimed after fifteen minutes of their reservation will become available on a first-come first-served basis.
5. The current Ben Card ID of the study room user must be presented for staff to unlock a study room. Only current Benedictine University ID cards (Ben Cards) are acceptable forms of ID. Any non BenCard holders approved by the University Librarian or Associate University Librarian may present a driver's license or state ID upon checking in for a study room at the Library service desks. Library patrons may check in for the 2<sup>nd</sup> floor study rooms at the Research Help Desk, and they may also check in for the Lower Level study rooms at the Circulation Desk. Staff will unlock the rooms and walk the patron to their study room upon check-in. 2 whiteboard markers and 1 eraser case may be used per study room upon request from the Circulation Desk or the Research Help Desk.

6. Group study rooms' capacity limits are assessed by the current Village of Lisle Fire Code capacities as well as by the Benedictine University Emergency Preparedness Specialist and the University Librarian. Library employees reserve the right to enforce study room capacity limits for everyone's safety. Each room's capacity limits are stated on the door of the study room. The largest study room seats 6, the smallest seats 2. Rooms may be for individual use.
7. All Library Study Room users must abide by the Library Code of Conduct. Failure to do so may result in suspension of library privileges and prevent future use of Library study rooms.
8. Special Notes:
  - White boards are available in every study room. Four out of the six study rooms are equipped with flat screen TVs. HDMI cables are available upon request. Room 041 has an additional DVD player for use.
  - Room 232 (Instructional/Multimedia Lab) may be reserved through the University Librarian or the Associate University Librarian upon request and may be booked for up to 10 users.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_