

Policy on Group Study Rooms & Meeting Rooms

Group Study Rooms

This policy applies to the following twelve group study rooms: L10, L12, L15, L16, L17, L18, L20, U03, U09, U30, and U34.

The Library's group study rooms were designed to enable small and medium sized groups to confer and study together in an enclosed environment so as not to disturb others in the library. They are not to be used for functions such as committee meetings, classes, seminars or lectures for which other facilities are available.

The study rooms are available for use by EWU students only.

The use of these rooms will not be scheduled in advance, with the following exceptions:

1. The three larger rooms (L20, U30 and U34) may be reserved by groups of five or more, for occasional use.
2. Rooms U03 and L12 may be reserved by groups of two to four, for occasional use.

The Circulation Desk staff will be responsible for taking the reservations.

Reservations require no less than one hour's advanced notice.

Groups more than 10 minutes late lose their reservation.

- All unoccupied and unreserved group study rooms may be used by groups of two or more without reservation. However, for the three larger room (L20, U30 and U34), groups of five or more always have priority over smaller groups.
- Study rooms will not be used by fewer than 2 individuals.
- Since these are not sound proof rooms, noise will be held to acceptable levels.
- All other applicable library policies, such as those regulating conduct and food/beverage/tobacco use, will apply to the group study rooms.
- No equipment or materials will be left in the group study rooms overnight.
- Windows will be kept uncovered and doors will be operable at all times.

Meeting Rooms, Events, and Displays in JFK Library (updated 10/5/10)

- The library's meeting rooms are intended for the use of library staff and other University groups.
- Meeting rooms may be scheduled through library administration.
- Meeting rooms may be approved for group study use when they are not otherwise scheduled. Requests to use meeting rooms for group study should be directed to library administration. When used for group study, the library's food/beverage/tobacco policy applies.
- Meeting rooms and other library spaces may be approved for conducting events and exhibiting displays. Such requests should be submitted using the applicable Request Form for Event or Display.