

EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/Warner Memorial library	
SUBJECT: Study Space Usage Policy	Page 1 of 2
Policy Number:	Supersedes: October 2021
Effective Date: August 2024	Previously Issued: 2019

Study Spaces

The use of a study space is at the discretion of the library. Study spaces will be monitored by library personnel. Any unacceptable use may lead to forfeiting the use of the space; *examples of unacceptable use include but are not limited to:*

- Using it as a classroom
- Sleeping
- Excessive noise
- Using it as a break room, including eating meals, having social meetings, etc.

Warner Library contains seven study spaces for patron use—six on the upper level and one on the lower level. All rooms contain Wi-Fi capability for laptop use. Priorities for space usage are as follows:

1. **Student Study Groups:**
Priority is given to student study groups of two or more. During critical study times (mid-terms and finals), individuals and smaller groups of students may be asked to vacate a room for a larger study group. Reservations are recommended.
2. **Student Clubs & Activity Groups:**
Student clubs and activity groups may use a study space for the purposes of planning, discussion, prayer, etc. **IF** there is space available. Spaces may NOT be used for social events. Reservations are recommended.
3. **Individuals:**
Individual students may use a study space as long as a group doesn't need it. Individuals may be asked to vacate for a larger group. Individual students may use study spaces to conduct interviews, record or film in conjunction with a course project or thesis (though it is recommended that the One Button Studio be used for this purpose instead; see page 2). Spaces **MUST** be reserved in advance for these purposes.
4. **Campus Departments:**
Other EU departments may reserve spaces for interviews, evaluations and occasional one-time meetings. Reservations are required. Use of study spaces for recurring departmental meetings or regular departmental business is discouraged.
5. **Faculty:**
Use of study spaces for course delivery of ANY kind is prohibited. Faculty who have not been assigned a classroom because of low enrollment, hybrid designation, or other campus space

issues must work with the Registrar's Office to find space elsewhere on campus. Faculty, as with other individuals and campus departments, may use study spaces for special meetings, conferencing, and other non-classroom activities. Reservations are required.

Warner Library Atria

There are two atrium areas of the library, located on the main and upper levels respectively. The primary use of these spaces is for quiet academic study. The upper atrium is used occasionally for meetings or events by administration and approved functions for departmental activities.

Reservations

Reservations may be made by using the online LibCal site, found on the library homepage or with the QR code near the study space entrance: <https://eastern.libcal.com/reserve/studyspace>. Alternatively, reservations can be made by contacting the Information desk, *but only in cases where they need to use a study space within the next hour* (610-341-1777, reference1777@eastern.edu). Spaces may be reserved for up to 2 hours at a time once per day up to a week in advance. Spaces are first come, first served. No food or drink are allowed in the study spaces. If a space has been reserved, and another patron is using it, library staff has the right to remove the unreserved party from the space and move them into another study space that isn't reserved. This is especially true for individual use.

One Button Studio

The One Button Studio (OBS) is a recording set with a camera, sound system and lights, dedicated to recording MP4 files onto a flash drive. Reservations are required. The OBS can be used for one hour at a time once per day up to 30 days in advance, Mon-Fri 9AM-5PM. Patrons should provide their own flash drive, but the library has blank USBs at the Information Desk. Reservations may be made using the online LibCal site, found on the library homepage: <https://eastern.libcal.com/reserve/onebutton>. The OBS is locked; therefore, a library staff member will need to take the patron upstairs and unlock the door to allow them to use it.