

EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/Warner Memorial library	
SUBJECT: Study Space Usage	Page 1 of 2
Policy Number:	Supersedes:
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Study Spaces

This policy outlines the official procedures and priorities for utilizing library study spaces/rooms. It applies to all university members and campus visitors. Study rooms can be reserved by current EU students, faculty and staff only. Alumni and others may use the rooms when the rooms are unreserved and not in use.

Prohibited Activities

To maintain a productive environment, the following uses of study spaces are strictly prohibited:

- Course Delivery: Spaces cannot be used as regular classrooms or for delivering scheduled courses.
- Sleeping: Using the study spaces for sleeping is not permitted.
- Excessive Noise: Users must maintain an appropriate volume; excessive noise is prohibited.
- Break Room Activities: Spaces may not be used as break rooms, which includes eating meals or hosting purely social meetings and events

Priority Hierarchy for Study Space Use

1. Student Study Groups:
Priority is given to student study groups of two or more. During critical study times (mid-terms and finals), individuals may be asked to vacate a room for a larger study group. Reservations are recommended.
2. Student Clubs & Activities:
Student clubs and student groups may use a study space for the purposes of planning, discussion, prayer and similar activities. Spaces may NOT be used for social events. Reservations are recommended.
3. Individuals:
Individual students may use a study space for independent study. Individuals may be asked to vacate for a larger group. Reservations are recommended.
4. Campus Departments:
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 prohibited.
5. Faculty:
Use of study spaces for course delivery is prohibited. Faculty may use study spaces for special meetings, conferencing, and other activities. Reservations are required.

Reservations & Booking Guidelines

- How to Book: Reservations can be made online via the link on the library homepage or by scanning the QR code located at the entrance to the study space. An EU email address is required.
- Time Limits: A space can be reserved for up to **2 hours at a time, once per day**. Bookings can be made up to one week in advance.
- Occupancy & Enforcement: Spaces operate on a first come, first served basis. However, if a space has been reserved, library staff reserve the right to remove an unreserved party to accommodate the group holding the reservation.