

EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

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

Study Rooms

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

- Using it as a classroom
- Watching non-course-related material on the TVs
- Sleeping
- Excessive noise
- Using it as a break room, including eating meals, having social meetings, etc.

Warner Library contains nine study rooms for patron use—eight on the upper level and one on the lower level. All rooms contain Wi-Fi capability and network connections for laptop use. Priorities for room 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 room for the purposes of planning, discussion, prayer, etc. **IF** there is space available. Rooms may NOT be used for social events. Reservations are recommended.
3. **Individuals:**
Individual students may use a study room as long as a group doesn't need it. Individuals may be asked to vacate for a larger group.
Individual students may use study rooms 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). Rooms **MUST** be reserved in advance for these purposes.
4. **Campus Departments:**

Other EU departments may reserve rooms for interviews, evaluations and occasional one-time meetings. Reservations are required. Use of study rooms for recurring departmental meetings or regular departmental business is discouraged.

5. Faculty:

Use of study rooms 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 rooms 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.

Room 119 Library Teaching Lab

This room is used by the librarians when teaching information literacy and/or for special library meetings. It is equipped with a monitor and cable for instruction. Students may use the room for quiet or group study when it is not in use. Students may not use the projection equipment.

Reservations

Reservations may be made by using the online LibCal site, found on the library homepage or with the QR code on the study room door: <https://eastern.libcal.com/reserve/studyroom>. Alternatively, reservations can be made by contacting the Information desk, *but only in cases where they need to use a study room within the next hour* (610-341-1777, reference1777@eastern.edu).

Rooms may be reserved for up to 2 hours at a time once per day up to a week in advance. Rooms are first come, first served. No food or drink are allowed in the study rooms. Check in and check out at the Information Desk are required.

If a room has been reserved, and another patron is using it, library staff has the right to remove the unreserved party from the room and move them into another study room 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. Check in and check out at the Information Desk are required.

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. Before leaving, be sure to lock the door behind you and ensure the equipment is working.