

Group Study Room Policies – Jerome Library

Reservation Guidelines:

- Study rooms may only be reserved by **BGSU students, faculty, or staff**.
- Reservations are limited to **3 hours per day per user**.
- Reservation schedules will be posted outside the rooms each morning.
- Drop-ins are welcome on a first-come, first-serve basis when rooms are not reserved.
- **Reservations will be held for 15 minutes** before being opened to walk-in users.
- **Online reservations must be made at least 24 hours in advance**.
- **Reservations for the current day can be made in-person** by signing up on the schedule posted outside each room.

Room Use Guidelines:

- Study rooms are **intended for use by groups (2+ students)**, but individuals are welcome to use unreserved rooms.
- Rooms are not soundproof. Users should **be considerate of others** and maintain a moderate noise level to avoid disturbing others in adjoining rooms or nearby.
- Unattended personal property may not be used to “hold” a room by any individual or group.
- The library maintains the right to ask students to vacate the rooms if policies are not being followed.

To reserve a room, go to <https://bgsu.libcal.com/spaces> or click on “Book a Study Room” on the library home page.

Approved 6/29/16, MAG

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