

# Lee and Jim Vann Library

The University of Saint Francis and its library staff recognizes the need for student collaboration and quiet study. Student study rooms are intended to help meet the study needs of student library users. They are ideal for small student groups who are working on projects, studying or conducting meetings which require collaboration. For all of these reasons, the library has dedicated four rooms in the Lee and Jim Vann Library specifically for student study needs.

On the first floor of the library, rooms 101M, 101L will accommodate up to 4 students while room 101K will hold 8 students comfortably. To accommodate larger groups, rooms 101L and 101K can be used together to hold up to 12 students. Room 101N is intended for quiet individual study. This room will accommodate up to 4 individual students and is available on a first come first serve basis, no reservations accepted.

## Room Use Policy:

- Rooms 101K, 101L, 101M are intended to be used by groups of two or more students. Access to these rooms is gained by checking out a key from the circulation desk located on the first floor of the library. Reservations are strongly recommended due to demand but are not required. Groups with reservations will always have priority. Individuals may use these rooms when not in use by or reserved for a group. Group study rooms cannot be reserved for individual use.
- These rooms are not intended to be used for regularly scheduled classes or regularly scheduled meetings and must be checked out by a student.

## Requirements for group study rooms:

- A valid USF OneCard is needed to checkout one of the three study rooms. Rooms are reserved for up to two hours **per group**. At the end of two hours, the room can be renewed for one additional **hour per group**, if no one else is waiting for the room or has the room reserved. Study rooms therefore have a maximum use of 3 hours by any one group per day.
- During the final exam and midterm periods (the week before and during both), the demand for study rooms is overwhelming. **Room renewals will not be allowed.** The two-hour policy will be strictly enforced to allow equal access to the study rooms.
- Reservations can be made online at <http://www.sf.edu/library/> (24 hr notice required online), via phone at 260-399-8060 or at the either circulation desk; otherwise circulation staff will assign study rooms on a first come, first serve basis depending upon room availability and group size.
- If the person/group who reserved a room is not present within ten minutes of the reservation time (or vacates the room for longer than fifteen minutes during their scheduled time), he/she will automatically forfeit their reservation if other groups are waiting.
- All group study rooms are equipped with a whiteboard, dry erase markers and an eraser.
- If a group study room key is not returned at the end of room use, a \$25 replacement fee will be assessed.

## Requirements for quiet study room (101N):

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- In order to maintain a quiet study atmosphere, no group work, cell phone conversations or eating is allowed in this room.
- Headphones can be used, but must be set a level that will not disturb other students in the room.
- Materials left unattended in this room for more than 20 minutes will be taken to the lost and found at the main circulation desk on the second floor.

## **General Study Room Requirements:**

- The Library Food Policy must be followed
- Rooms may only be used during the hours the library is open.
- The Library is not responsible for personal items left unattended in the rooms.
- Please do not leave library materials in the rooms.
- Room windows or doors should not be covered or obstructed in any way.

Study room privileges may be suspended if these rules are not followed. Library staff has the right to refuse use of a study room if inappropriate activities are reported or observed. Library staff will periodically check all study rooms. Violations should be reported to a library staff member. Questions or problems concerning the student study rooms should directed to the Main Circulation desk on the second floor of the library.