Lee and Jim Vann Library

Study Rooms Policy

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 and 101N 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 Use Policy:

- Rooms 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. Individuals may use these rooms when not in use by or reserved for a group. Group study rooms cannot be reserved for individual use. Groups with reservations will always have priority.
- 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 Student ID is needed to checkout a study room. 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.
- During the final exam and midterm periods (the week before and during both), the demand for study rooms is overwhelming. 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 circulation desk. In all other instances, the library 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.
- Whiteboard markers and erasers are available for checkout from the Circulation Desk.
- If a group study room key is not returned at the end of room use, a $25 replacement fee will be assessed.

General Study Room Requirements:

- The Library Food Policy must be followed.
- Rooms may only be used during the hours the library is open.
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• 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 have 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 be directed to a library staff member at the Circulation Desk.