**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** and may be made up to **4 weeks in advance**.
* 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 one day in advance** (up until closing the night prior).
* **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://jerome.youcanbook.me/> or click on “Book a Study Room” on the library home page.

Approved 1/7/15, MAG