

## GROUP STUDY ROOM RESERVATION PROCEDURE

The primary function of Ehrhorn Law Library's Group study rooms is to serve the needs of Liberty University School of Law (LUSOL) students. Reservation requests from any party other than a law student (including faculty/staff, Student Assistants, and law school guests) may be granted or denied at the discretion of an Access Services Coordinator or Supervisor. Should anyone other than an approved party occupy a group study room, they will be asked to vacate. Group study rooms are intended for collaborative work between two or more law students. Individual law students may use an available group study room, but may be asked to study elsewhere if a group needs to use the room. No personal items may be left in the group study rooms.

For more information about spaces available for reservation in the library, call (434) 592-5350, email [lawcirc@liberty.edu](mailto:lawcirc@liberty.edu), or visit the Service Desk during hours of operation.

The following procedures have been put in place for efficient use of these study rooms:

### Reservations

- Students may reserve a room up to four consecutive hours per day, up to one week in advance. Rooms can be renewed when available, but not sooner than 15 minutes before the end of the ongoing reservation.
- Reservations may be made at the Service Desk or online at [www.liberty.edu/25live](http://www.liberty.edu/25live). Online reservation requests made outside of Service Desk hours will be approved or denied once the desk reopens. Requesting patrons will then receive an approval or denial email.
- Larger study groups have priority in using the larger study rooms and smaller study groups may be asked to move to accommodate more students. The number of persons in a group study room must never exceed the maximum posted capacity.
- Reservations should be made at least 30 minutes in advance of need. Events may begin 30 minutes after the Service Desk opens and must conclude 30 minutes before it closes.
- Requests to accommodate recurring events in the library will be considered on an individual basis. For permission, contact a Service Desk Coordinator or Supervisor.
- If needed, rooms may be reassigned at the discretion of the library staff.

### Regulations

- **Thirty-Minute Grace Period.** Study groups/individuals must show up no later than 30 minutes after their scheduled reservation time. For example, if a reservation begins at 1:00 PM, the study group/individual must claim the room by 1:30 PM. If they fail to

arrive, their reservation will be forfeited, and the room will be opened for use by others.

- **Forty-Five Minute Absences.** If a study room is reserved and the studying student(s) claimed their reservation within the 30-minute grace period, they may be absent from the room for no more than 45 minutes at a time. If the room is not actively in use and there is a pending request, that pending request for reservation will necessitate the removal of the original study group's belongings after 45 minutes of non-use. The original reservation will be cancelled and any abandoned items will be taken to the Service Desk for retrieval. If the study group does not come to the Service Desk to pick up their belongings that day, the items will be placed in the Lost and Found.
- Rooms that have not been previously reserved (or reserved rooms which have passed the initial 30-minute grace period) will be available on a first-come, first-served basis.
- In consideration of others, please notify the Service Desk when vacating the study room or cancelling a reservation.
- Rooms cannot be reserved or held by placing personal belongings in them. Unattended items left in a room that has not been reserved will be taken to the Service Desk. If those items are not picked up from the Service Desk that day, they will be placed in the Lost and Found.
- Special requests for media equipment not already available in the room must be made through the Service Desk. A flat-panel display is available upon request.
- The School of Law Handbook code of conduct rules must be followed. Windows should never be covered and doors should not be locked. No lighted candles or space heaters are permitted anywhere in the library.
- Before leaving a room, writable walls must be cleaned, furniture placed back in its original position, and all trash placed in a trash can. Rooms must be left in good condition, the way they were found.
- The Law School Food & Drink Policy applies to all library study rooms.

**This procedure is subject to change at any time.** Failure to comply with group study room procedures will result in a loss of privileges. Library employees will maintain an appropriate environment in these rooms and procedures will be enforced at their discretion.