O'Grady Library Room Policy

O'Grady Library provides spaces to support the university community's diverse learning needs: team collaboration, technological exploration, innovative teaching, and quiet study and reflection.

All spaces described below are available during posted library hours.

Classrooms

Lower level classroom
   Use: This room may be reserved on an occasional basis for classes or meetings needing these resources. It is not available for full-semester classes. During mid-terms and finals, priority is given to Disability Support Service use as an over-flow testing space. This room may also be used as an open lab during midterms, finals, and other times of high demand for library computers.
   Who may reserve: faculty, staff, recognized student groups, and members of the monastic community.
   Reservation approval: First-come first-serve via the university calendar system. No food service is permitted.

Main level classroom
   Use: Full-semester classes have priority. Once the registrar has set the semester schedule, the room may be reserved on an occasional basis for classes or meetings needing these resources. This room may also be used as an open lab during midterms, finals, and other times of high demand for library computers.
   Who may reserve: Faculty, staff, recognized student groups, and members of the monastic community.
   Reservation approval: Registrar via the university calendar system. No food service is permitted.

Multimedia center
   Use: This is a multiuse space—both classroom and collaborative open student lab—with priority given to those who need the specialized media production

technologies installed. Because this room supports team projects, it will often not be as quiet as other areas of the building. The room may be reserved by faculty for full-semester media production and other classes requiring the software or hardware installed. It can also be scheduled for media-related workshops for staff, faculty, and students.

Who may reserve: Faculty, staff, and members of the monastic community.

Reservation approval: Library circulation via the university calendar system. No food service is permitted.

Study rooms

Group study rooms
Check-out period: 3 hours

Use: Priority is given to group use over individual study. During the fall and spring semesters, the lower level testing/study rooms are reserved weekdays 8 a.m. to 5 p.m. by Disability Support Services primarily as a testing space.

Who may reserve: Students, faculty, staff, and members of the monastic community.

Reservation approval: Library circulation.

Media rooms
Check-out period: 3 hours

Use: Priority is given to students or faculty with media production projects or needing to watch a video. Rooms may not be available when classes are scheduled in the multimedia center.

Who may reserve: Students, faculty, staff, and members of the monastic community.

Reservation approval: Library circulation.

Conference room

Daviscourt conference room
Use: This is a staff and faculty conference room, not a classroom space.

Who may reserve: Faculty, staff, and members of the monastic community.

Reservation approval: First-come first-serve via the university calendar system. Food service is permitted.

Benedictine reading room
    Use: While this is primarily a quiet reading area, special events may be scheduled here, particularly those open to the campus community.
    Who may reserve: Faculty, staff, recognized student groups, and members of the monastic community.
    Reservation approval: Library circulation via the university calendar system. Light food service is permitted.

Curriculum room
    Use: This is a student study space, but may be reserved occasionally by education faculty wishing to introduce their students to its resources.
    Who may reserve: Faculty.
    Reservation approval: Library circulation.

Information commons
    Use: This is a student study space, but some workstations may occasionally be reserved by faculty who want to give their students a hands-on introduction to library resources. It may also be used for events such as new student orientation, during periods of low library activity.
    Who may reserve: Faculty and staff.
    Reservation approval: Library circulation.

Approved: 6 March 2018
Faculty Library Committee