

## GROUP STUDY ROOM POLICIES

1. Group study rooms are left unlocked and are available for anyone to use when not occupied.
2. Priority usage is given to reservations; a daily schedule will be posted at each room.
3. Reservations are made through Benner Library's website at this link:  
<https://library.olivet.edu/reservations/index.php>
4. Reservations must be made by midnight the day before the intended use; same-day reservations are not available.
5. Patrons receive an email confirmation for their reservation. Patrons need to keep this email as proof of their reservation as they may be asked to provide confirmation upon arrival.
6. Reservations can be made in 2-hour increments.
7. A minimum of 3 people per group is required to make a reservation.
8. As a courtesy to others, patrons should cancel their reservation if the room is no longer needed.
9. Rooms are reservable by ONU employees and students with an active username.
10. Rooms are available for use but are NOT reservable on Saturdays and during University breaks.
11. Because these rooms are not soundproof, the noise level should be appropriate for academic purposes.
12. Items left unattended in a group study room may be taken to the library's lost and found at the Circulation Desk.
13. Benner Library staff reserves the right to ask patrons to relocate if the situation warrants.