

Student Meeting Room Guidelines-Thank you for your cooperation!

- ⌚ To enhance group collaboration at the University, the Franklin University Nationwide Library meeting rooms are available exclusively for groups.
- ⌚ Individuals are welcome to use any of the library computers located on the tables by the Circulation desk and Stacks area. The kiosk upstairs and the computer labs downstairs are also available for individual use.
- ⌚ Reservations are encouraged and must be made at least one day in advance. Reservations can be made by calling 947-6550 (866-341-6252 toll free) or emailing us at library@franklin.edu. Same day reservations are not accepted.
- ⌚ If you haven't made a reservation, you may sign up for a room once another member of your group arrives, provided that there are available (unreserved) rooms. We ask that one member sign in and sign out for the group on the clipboard located at the Circulation desk.
- ⌚ Reserved rooms must be occupied by two (2) or more users at all times. If a room is occupied by only one person for more than thirty (30) minutes, use of the room is forfeited.
- ⌚ Student Meeting Rooms 1 and 2 may be reserved by individual students for Franklin Live usage. Reservations are encouraged and must be made at least one day in advance. The SMR must be vacated upon termination of the Franklin Live session. Reservations can be made by calling 947-6550 (866-341-6252 toll free) or emailing us at library@franklin.edu. Same day reservations are not accepted.
- ⌚ Reserved rooms will be held for one-half hour after the reservation at which time the room becomes available to another waiting group.
- ⌚ Please feel free to eat and drink while collaborating in the Student Meeting Rooms.
- ⌚ Student Meeting Room #11 has a SMART Board™ and may be reserved for 2 hours at a time. This time limit is to insure that as many groups as possible have access to the SMART Board™ to practice group presentations.

- 🕒 All Student Meeting Rooms must be vacated by 5 minutes prior to the advertised closing time to allow staff to properly shut down the computers.

The Franklin University Nationwide Library welcomes your questions or comments, which may be posted at <https://olinkserver.franklin.edu/suggest~S0>. You may include your name and email address if you wish for us to respond to you personally.