



LOYOLA MARYMOUNT UNIVERSITY
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Group Study Rooms Use Policy	Page 1 of 3
Policy Number:	Supersedes: N/A
Effective Date: June 1, 2021	Previously Issued: August 1, 2009

1. Statement of Policy:

1.1. In order to provide spaces that meet library users' expectations for spaces conducive to research and study, the library offers several private group study rooms to serve as private collaborative research and study spaces. This policy is intended to establish parameters for the use of these group study rooms.

2. Definitions:

2.1. [Group study rooms](#) are any of the 33 rooms in the library that are intended for the use of group study. This includes rooms with standard configurations, specialized configurations, and easy display rooms.

2.2. Easy display rooms are rooms with computer input for VGA or HDMI.

2.3. Specialized study rooms are any study room with unique features which make them better suited to particular uses. Specialized study rooms are as follows (select links for a complete overview of features):

2.3.1. Presentation rooms

2.3.2. Media viewing rooms

2.3.3. Media listening rooms

3. Policies/Procedures:

3.1. Eligibility and priority policies

3.1.1. Group study rooms may only be reserved by current LMU Westchester and Loyola Law School students, faculty, and staff.

3.1.2. LMU Westchester and Loyola Law School alumni with a OneCard may use group study rooms on a drop-in basis.

3.1.2.1. LMU Westchester and Loyola Law School alumni may not reserve rooms in advance.

3.1.2.2. LMU alumni may go to the Information Desk on the first floor, present their alumni OneCard, and ask a staff member to reserve a room for them.

3.1.3. Group study rooms are intended for group collaboration, not individual study.

3.1.3.1. Individuals may use a study room if it is not currently scheduled for use by a group.

3.1.3.2. If a room is requested by a group, individuals should surrender the room.

3.1.4. Priority for specialized study rooms will be given to groups using the rooms for their intended/specialized purpose.

3.2. Reservations

3.2.1. All group study rooms must be reserved before use [online](#).

3.2.1.1. Before making a reservation online, users will be asked to log in using their MyLMU or MyLLS credentials.

3.2.2. Reservations can be made within the following parameters:

3.2.2.1. Each reservation must be for 4 hours or less.

3.2.2.2. Back to back reservations may not be made in advance. However, once an individual's first reservation has expired, that same individual may reserve the same room immediately following their previous reservation, if the room is still available.

3.2.2.3. An individual may make multiple, same-day reservations in advance, but there must be at least one hour between reservations by the same person for the same room.

3.2.2.4. A single individual may not make overlapping reservations for different rooms.

3.2.3. Room reservations can be made up to two weeks in advance.

3.3. Procedures for checking in

3.3.1. Users can check in online through the site lmlibrary.libcal.com/r/checkin and enter their checkin code. Users can also scan the QR code attached to the group study room to open the website.

3.3.2. Users may check in online up to 15 minutes ahead of their reservation start time.

3.3.3. Users must check in within 15 minutes of their reservation start time. If the “Check In” button is not pressed within this timeframe, the reservation will be lost, and the room will appear available both online and at the door.

3.4. Group study room use guidelines

3.4.1. Users who vacate a study room before their reservation time is up are asked to “check out” in order to free up the room for other groups.

3.4.1.1. Users may check out by canceling their reservations online.

3.4.2. White board walls in the group study rooms may be used according to the following guidelines:

3.4.2.1. Dry-erase markers and erasers are provided in the room.

3.4.2.2. Use the provided dry-erase markers only.

3.4.2.3. Erase any work before you vacate the room.

3.4.2.4. If any of these supplies are running low or missing, notify a staff member at the Information Desk.

3.4.3. Do not leave valuable items unattended in group study rooms at anytime.

3.4.3.1. The library is not responsible for lost or stolen items.

3.4.3.2. Secure lockers are available on Level 1 and may be used according to the library’s Locker Use Policy.