

# GROUP STUDY POLICY

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## Purpose

University Libraries may provide study space in the library for large study groups. This policy provides the guidelines and opportunities to reserve these study areas.

## Definition

Study space can be reserved in the University Library for registered student organizations of Western Illinois University. A request must be submitted to the Library Administration. The Associate Dean or Administrative Assistant notifies the group advisor of their decision. If approved, the advisor must be in attendance with the Study Group.

## Scope

University Libraries at Western Illinois University may provide a space for students to engage in learning activities while making staff and user security a priority. This policy is intended to ensure space is available for large group study.

## Policy

- Must be a registered organization at Western Illinois University.
- Must have an individual responsible for the group in attendance at group study.
- Inappropriate or disruptive behavior may result in the loss of group study privileges.
- Groups must have a minimum of 20 people.
- If space is not used when scheduled, library has right to reallocate space.
- Must request study area 7 to 14 days in advance of scheduled event.
- If one set time is desired, must include day, date, and time needed for study group.
- Food brought in by the group must adhere to the Food and Drink Policy.

## Review

This document will be reviewed by staff on an annual basis.



Thursday, January 27, 2011

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Approved/Signature

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Date

Reviewed: 1/11