

JWU Library Group Study Rooms Reservation Policy

Study Rooms

All Johnson & Wales University students, staff, and faculty have the opportunity to reserve a study room (with a maximum accommodation of 6) in any of the available study rooms in the Downcity and Harborside libraries. The rooms are equipped with Digital display monitors and dry erase boards – HDMI cables, markers, erasers, and cleaning solution can be borrowed from the main desk.

All rooms are for academic use by current JWU students, staff, and faculty.

- **Online reservations are required** using the library's website or QR codes posted at study room entrance or available at the main desk.
- **Valid JWU emails must be used** to book the room and **EMAIL MUST BE CONFIRMED within 15 minutes** or the booking attempt is automatically cancelled by the system.
- Reservations can be made up to a week in advance for minimum 30 minutes up to 2 hours per day.
- Users should not make back-to-back reservations in an effort to monopolize available rooms and keep other users waiting.
- Reservations are forfeited and may be canceled by library staff after 15 minutes if the room is empty or the reservation holder does not show up.
- Study rooms are NOT SOUND PROOF. Please be mindful of students in other study rooms and the library in general. Sound carries!
- **Maximum capacity and furniture limits are 6 people and 6 chairs per room.**

Additional Information

- Patrons will be asked to vacate a room if another reservation is waiting, or if inappropriate or unethical behavior, loud noise, unacceptable food items, etc., are exhibited.
- **The Library reserves the right to limit future study room use, remove users, and follow-up with appropriate University authorities if the system is abused, policies are violated, or staff requests are not followed.**
- **Library staff monitor study rooms to help ensure the safety of all patrons and may enter rooms when in use.**