

**St. Joseph's College**  
**McEntegart Hall Library**  
**Group Study Rooms (GSR)**

### **Group Study Room (GSR) Policies**

- GSR may be reserved and used by current SJC students, faculty, and staff **only**.
- A valid ID card is required for access to all GSR.
- A minimum group of two people is needed to make a reservation.
- All GSR **must** be reserved and have a maximum reservation of two hours. (See below for instructions on how to reserve a room).
  - Arrive for reservation on time. A fifteen minute grace-period will be granted, but after that time, a reservation is considered forfeited.
- Reservations can be made up to two weeks in advance (does not apply to faculty).
- Patron(s) can only reserve one room at a time.
- No back-to-back reservations are allowed. If the patron(s) need more time in the GSR, contact the Library staff and they will determine if extended time is available.
- An individual can only use the room if it is not previously scheduled for group use. If a group needs to use the room, an individual must forfeit access to the GSR.
- Priority for presentation and media viewing will be given to groups using the rooms' technology for their intended purpose.
- Each room has a "White board" wall. Please use the wall on the right hand side facing the TV monitor as a white board. Please only use the black dry-erase markers provided at the Circulation Desk. It is expected that all work is erased from the white board wall (by provided eraser) prior to exiting the GSR.
- Patron(s) can also check out cables for HDMI, VGA, Audio, Mac mini display, and TV remote control at the Circulation Desk.
- Do not leave any valuables unattended. The Library is not responsible for lost or stolen items. If material is left in the GSR, it will be removed and any library books will be returned to the stacks.
- As in all library areas, no food or drink is allowed (except for bottled water).
- Any violation of the above policies will result in reservation forfeiture.

### **Group Study Room Reservation Procedure**

- Reservations can be made up to two weeks in advance (faculty can make a reservation for any time).
- Contact the library staff via:
  - In person: at Circulation Desk or Reference Desk.
    - "GSR Reservation Note" should be filled
  - By phone: 718-940-5880 or 5878
    - "GSR Reservation Note" should be filled out
  - By email: [bklibrary@sjcny.edu](mailto:bklibrary@sjcny.edu)
    - Provide full name, email address, **date and time** of request, room preference (if any), alternative date and time.
- All requests will be forwarded to staff member responsible for updating the calendar by email (and CC BKLibrary if it is an in-person or phone request)
- If a request is made in-person or by phone, the same procedure will apply once the request is emailed (see below).
- If a request is made via email:

- At the beginning of every shift on the reference desk, the Librarian will consult the GSR reservation calendar and GSR sign-up / reservation sheet to check availability. If a GSR is available, the space will be reserved by entering the information into the GSR sign-up / reservation sheet held at the Circulation Desk. If both dates requested are unavailable, the Librarian will forward the request to staff member responsible for updating the calendar with a note that the times are unavailable and then the staff member responsible for updating the calendar will contact the patron(s) for another alternative date and/or time.
- If no conflict, Librarian will forward the email to staff member responsible for updating the calendar and she will update the calendar. The staff member responsible for updating the calendar will send a confirmation email to the person requesting the room with the following template:

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Dear [Name],

This email serves as a confirmation for your room reservation request. These are the details:

Name(s) on Reservation: [Insert name(s)]

Room: [GS1, GS2, GS3, SM1, SM2, BAL, LITC]

Date [MM/DD/YYYY]

Time: [HH:MM – HH:MM]

The reservation can be seen on the Library's calendar [here](#). Please contact us at your earliest convenience should your scheduling needs change.

Sincerely,

BK Library

[bklibrary@sjcnyc.edu](mailto:bklibrary@sjcnyc.edu)

718.940.5880

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- If a request is made in person or on the phone, Library staff member will fill out the "GSR Reservation Note," and then email staff member responsible for updating the calendar with the details and CC BKLibrary.
- If a request is made for the same day, Library staff member will check the GSR sign-up / reservation sheet for availability. If a room is available, the staff member will input the information on the sheet. An email does NOT need to be sent to BKLibrary.
- Before the patrons' reservation occurs, they will check in at the Circulation Desk and provide their ID to the staff. The staff will check the ID versus the reservation to confirm.
- If at least two members of the group are not present within 15 minutes of the reservation, it will be forfeited.

### **Group Study Room (GSR) Supplies**

Faculty members or students who are using the GSR can borrow the GSR supplies. Each GSR supply has a barcode, and should be checked out like a regular circulating item.

**The following GSR supplies are available at the Circulation Desk:**

- HDMI Cable

- VGA Cable
- Audio Cable
- Mac mini display
- “White Board” Wall Markers and Eraser
- TV Remote Control

Netbook/laptop computers are also available at the Circulation Desk. For netbook/laptop loan, please see the Student Netbook/Laptop Loan Policy.

Updated on November 8, 2011