

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY: Study Room Reservation

APPROVED BY: Management Group

EFFECTIVE: October 6, 2008

REVISION DATES: 3/24/09; 10/19/11; 8/30/2016

Founders Library has first priority rights to a limited number of classrooms, including the Smart Classrooms, for library instruction and programming. Additionally, Founders Library makes a limited number of rooms available for reservation for NIU classes meeting at Founders Library.

Reservations must be made by University recognized departments, centers and offices through the University Libraries Facilities Manager's Office located on the first floor of Founders Library. Reservations are made on a first come, first served basis.

Study rooms are considered available for use without reservation when the room is not occupied and there is no other reservation for the room.

No rooms are available for use when the library is closed.