



**BALL STATE
UNIVERSITY**

University Libraries

Room Reservation Policies

Bracken Library and the Health Library offer students, faculty, and staff a variety of comfortable group study rooms for collaborative study, learning, and small conferences seating between 4 and 18. These large and small rooms are also available to staff and campus organizations for meetings, project discussions, and planning. These rooms may not be reserved for re-occurring events spanning across an entire semester or serve as a substitute for a regular classroom.

The following rules apply to reserving group study rooms:

- Room reservations are made in 30-minute increments up to a maximum of 4 hours per 24-hour period.
- A maximum of 5 reservations within a 7-day period can be made.
- Users of this room must comply with the [Non-Commercial Expressive Activity and Assembly on University Property policy and the Commercial Activity on University Property policy](#).
- Food and beverages are limited to snack items.
- Large rooms (seating capacity: 18) have a minimum of 6 students before the reservation can be made.
- Please ensure the room is neat and orderly at the end of your session and that the tables and chairs are returned to their original positions.

Audio Visual equipment needs are the requestors' responsibility and can be made through Education, Music and Media on the Lower Level of Bracken Library. 765-285-5340

Chalk and erasers are available upon request at the Circulation counter, Bracken Library, 1st floor.

To Make a Reservation:

Log on using your BSU Outlook account information at <https://lib.bsu.edu/openroom2/>

Click the room to view information regarding the room amenities and size.

Click the day and time you wish to schedule.

Fill in the requested information and click "Reserve."

You will then receive an e-mail confirming the reservation time and location.

By submitting a room reservation you are agreeing to these terms of use.

To Cancel a Reservation:

Log on using your BSU Outlook account information at <https://lib.bsu.edu/openroom2/>

Click on the reservation you would like to cancel.

Click "Delete" located on the lower right corner of the reservation information window.

Confirm the cancellation.

You will then receive an e-mail confirming the reservation cancellation.

Cancellations can only be made before the beginning of your reservation.

For assistance or for answers to any questions regarding room reservations, please contact the Library Dean's Office at (765) 285-5277 during regular business hours.