

All Library spaces, including the areas described in this policy, are for use by students and members of Stony Brook University and are subject to library policies and procedures. If you are interested in partnering with University Libraries to use these spaces, please contact [librarymedia@stonybrook.edu](mailto:librarymedia@stonybrook.edu).

## **Collaborative Group Study Rooms**

**Capacity:** 4-6 users, minimum of 2 users

**Primary use:** SBU student academic group work and study

**Eligibility:** Users must hold a valid SBU ID and a valid NetID

(<https://it.stonybrook.edu/services/netid>) is required to reserve rooms online

**Reservation process:** electronic reservation system.

- Make reservations via online calendar or in person via kiosks in front of each study room.
- Reservations can be made up to two weeks in advance.
- Rooms may be reserved for two (2) hours at a time. Back to back reservations are not allowed, but groups can stay beyond their time limit if the room is not reserved by another group.
- If your group does not claim the room within 15 minutes of a scheduled reservation start time, the room will automatically be open for others to reserve.
- Rooms are locked and will be unlocked by library staff once a group member has left their SBU ID for deposit at the service desk.
- Rooms are monitored by library staff who are available to answer questions and to assist you.

### **Additional information:**

- Collaboration should be kept at a reasonable volume consistent with the Library Zone of the group study room area
- Whiteboards are available in each study room and whiteboard marker kits are available for checkout at the service desks in the North and Central Reading Rooms.
- Adapter cables for audio are available for checkout at the service desks in the North and Central Reading Rooms.
- Library Zone rules for food, drink, and activity apply for each study area. Please discard all food wrappers and trash in the garbage bins.
- Report any damage or leftover garbage to Library staff immediately. Library staff will assess study rooms for damage and unsuitable conditions and charges may apply.

## **Quiet Study Rooms**

**Capacity:** 1-4 users

**Primary use:** SBU student academic group work and study

**Eligibility:** Users must hold a valid SBU ID and have library borrowing privileges

**Reservation process:** check out keys from North Reading Room Service Desk.

- Rooms are first-come, first-served and may be used for two (2) hours at a time. Users can renew the room at the North Reading Room Service Desk if there are no other users waiting.
- Rooms are locked and must be unlocked by library staff.
- Rooms are monitored by library staff who are available to answer questions and to assist you.

**Additional information:**

- Quiet study room must be used at a volume that does not disrupt other Quiet Study Zone users.
- Library Zone rules for food, drink, and activity apply for each study area. Please discard all food wrappers and trash in the garbage bins.
- Report any damage or leftover garbage to Library staff immediately. Library staff will assess study rooms for damage and unsuitable conditions and charges may apply.

## **North Reading Room Learning Lab**

**Capacity:** 30

**Primary use:** Library instruction

**Eligibility:** Library faculty or staff, external users must partner with library faculty or staff, events must support library or learning communities

**Reservation process:** Request a library instruction session using the web form ([https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV\\_07LMfzO1O6RqSfH](https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_07LMfzO1O6RqSfH)). If you'd like to partner with the Libraries to host other types of events in this space, please contact [librarymedia@stonybrook.edu](mailto:librarymedia@stonybrook.edu).

**Additional information:**

- Library Zone rules for food, drink, and activity apply in this area. Please discard all food wrappers and trash in the garbage bins.
- This room is unlocked and is used as a study area when not booked for instruction.

## **Central Reading Room Event Space**

**Capacity:** 100

**Primary use:** Large scale events

**Eligibility:** Library faculty or staff, external users must partner with library faculty or staff, events must support library or learning communities

**Reservation process:** please contact [librarymedia@stonybrook.edu](mailto:librarymedia@stonybrook.edu) or partner with your department's library liaison (<http://guides.library.stonybrook.edu/profiles>)

**Additional information:**

- Events must be announced via library physical and electronic signage prior to the event.
- A plan for setup and teardown must be established prior to the event.
- Food and drink are allowed in this space during events.
- When events are not scheduled, this space will be used as a study area. Library Zone rules for food, drink, and activity apply in this area when events are not scheduled.

## **Central Reading Room Classroom A**

**Capacity:** 22

**Primary use:** Library and technology instruction

**Reservation process:** Request a library instruction session using the web form ([https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV\\_07LMfzO1O6RqSfH](https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_07LMfzO1O6RqSfH)).

**Additional information:**

- No food or drink allowed

## **Central Reading Room Classroom B**

**Capacity:** 24

**Primary use:** Library and technology instruction

**Reservation process:** Request a library instruction session using the web form ([https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV\\_07LMfzO1O6RqSfH](https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_07LMfzO1O6RqSfH)).

**Additional information:**

- No food or drink allowed

## **Library Galleria:**

**Capacity:** varies

**Primary use:** Promotional events

**Eligibility:** The Horseshoe desk near the South Entrance can be reserved by registered students or groups to host promotional activities. Students and groups can also reserve table space in the Galleria near the South Entrance for promotional events, but must provide their own tables and equipment.

**Reservation process:** Student Groups should submit their reservation through the Student Activity Office.

**Additional information:**

- Setup and teardown for promotional events is the responsibility of the reservation holder and must be coordinated with the Building Manager.
- If there are any questions about reservations for the Galleria/Lobby, please contact the Building Manager, Library Administration Office at 631-632-7100