

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY: Room Reservation Policy  
APPROVED BY: Management Group  
EFFECTIVE: 5/2019  
REVISION DATES: \_\_\_\_\_

Northern Illinois University (NIU) Libraries' has instruction and meeting rooms that current faculty, students and staff may reserve on a first come first served basis. Individuals are welcome to use unreserved meeting rooms with the understanding that a group with a valid and confirmed reservation will take priority.

### **Reserving a Room**

Library instruction has priority over other reservations in FO 202, FO 293, and FO 297 during the months of September/October, and February/March. When library instruction is not scheduled in FO 202, FO 293 or FO 297, reservations will be made done on a first-come, first-served basis.

Reservations are only available for Founders Library scheduled hours of operation.

Reservation requests must be made at least two weeks (ten business days) in advance.

Room requests must be made via the Room Reservation Form  
(<https://library.niu.edu/ulib/content/services/requestsmartclassroom.asp>).

Reservations are NOT confirmed until a confirmation e-mail is sent by the University Libraries Administration to the requester. Barring unusual circumstances confirmations should be sent within two business days. If you do not receive a confirmation email within two (2) business days of the request being made, please contact TJ Lusher (tlusher@niu.edu or 815-753-0521).

### **Reservation Cancellation**

Cancellation of a reservation must be received via email to TJ Lusher (tlusher@niu.edu) minimally 24 hours and preferably 48 hours before the reservation date. Failure to cancel reservations in a timely manner may result in suspension of future room reservation privileges.

### **Rooms Available for Reservation**

The rooms available for reservation are:

#### **Computer Classrooms**

##### **FO 293**

Room capacity: 16  
Equipment available: Workstation, projector

##### **FO 297**

Room capacity: 37  
Equipment available: Workstation, projectors, Smartboard, document camera, A/V

If you require special software to be loaded, or the display of a video (VHS or DVD), you must deliver the item to Joe Thomas (FO 97) two (2) weeks before your class is scheduled. It is the instructor's responsibility to obtain the appropriate license or copyright approval to use software or video in the Smart classrooms.

Instructors who have not previously taught in FO 297 must contact Joe Thomas (joe@niu.edu, 753-9452) to schedule a room orientation session before teaching their first session. The orientation session is approximately 20 minutes in duration.

### **FO 202**

Room capacity: 20

Equipment available: Laptop hook-up, 55" monitor

### **Staff Lounge**

### **Group Study Rooms (FO 237, FO240, FO 352, FO 354, FO 452, FO 493)**

### **Food**

Food in FO 293 and FO 297 is not allowed. Water bottles with a pop top or a cap are permitted. The requester and the instructor will be held responsible for any damage to furniture and/or equipment in the smart classrooms. Food and drink are permitted in FO 202, staff lounge and the study rooms.

### **Security**

Security of personal items is the responsibility of the individual. Please do not leave personal items unattended.

### **Technology**

To report a technology problem, please, call the Libraries Technology Support team at 753-9452.