Student Meeting Room (SMR) Guidelines:

- To enhance group collaboration at the University, Franklin University Nationwide Library SMRs are generally only available for groups.
- Reservations are strongly encouraged and must be made at least one day in advance. Reservations can be made by calling 614-947-6550 (866-341-6252 toll free), via email at library@franklin.edu or by filling out the online form. Same day reservations are not accepted.
- Groups may use a room without a reservation provided one is available. Please sign in and out at the Circulation Desk.
- Rooms must be occupied by 2 or more users at all times, with the following exceptions:
    - SMRs 1, 2 & 9 may be reserved by individual students for Franklin*Live!* use.
    - Individual use of SMRs is permitted for Franklin Staff and Faculty.
    - Individual use of SMRs is permitted for students with a disability (registered with Franklin's Disability Services office).
- Reserved rooms will be held for 30 minutes after the reservation time then may be released to another group.
- Food and drink are permitted in SMRs.
- SMR #11 has a SMARTBoard™ and has a 2 hour time limit. Faculty and Staff may use this SMR without a time limit
- SMR #12 has a SMARTPodium™ and has a 2 hour time limit. Faculty and Staff may use this SMR without a time limit
- All SMRs must be vacated 5 minutes prior to closing time.
- The Franklin University Nationwide Library welcomes questions or comments which may be posted at http://library.franklin.edu/suggest. Include your name and email address if you would like us to respond to you personally.

FRANKLIN UNIVERSITY
Nationwide Library