

**TO:** Library Steering Committee

**FROM:** Library Building and Safety Committee (LBSC)

**Re:** Group Study Room Policy Final Recommendation

**Date:** April 10, 2014

**Review of charge:** The LBSC has met to determine whether a modification to the current Groups Study Room policy is warranted in response to a Professor's request that Group Study Room 220 be set aside from 9:30am-12pm on Wednesdays for the purposes of collaborative faculty scholarship pursuits.

**Evidence collected:**

1. **Other spaces on campus that faculty members can reserve**
2. **The library study room statistics all together and room 220 specifically**
3. **Study Room use and policies were examined by 5 sister schools**
4. **The study room policy:**

**Feedback Solicited:**

1. Student feedback solicited from the student government group.—
2. Feedback from library faculty and staff solicited at two open forums (November 1<sup>st</sup> and November 4<sup>th</sup>)
3. After the discussions, library faculty and staff were asked to give feedback electronically via a Qualtrics survey [https://tcnj.qualtrics.com//SE/?SID=SV\\_51RaTk6UmKjkLJP](https://tcnj.qualtrics.com//SE/?SID=SV_51RaTk6UmKjkLJP)

**Discussions and concerns from the LBSC and stakeholders:**

1. **Is this a good room for the Professor's group?**
  - The Library is an ideal space for a faculty research and writing group to meet as it provides easy access to research materials. Room 220 is ideal as it holds the most number of library users at a time.
  - If group in question continues to grow, even GSR 220 may not be sufficient space for the group.
  - The Professor would like a room in the Library (for easy access to Library material). There are other GSRs which hold 8 people.
  - Room 220 was originally designed as a Curriculum Room, and not a GSR. However, the Library added this as a GSR in support of all student, faculty and staff collaborate work.
2. **Should we consider giving preference to this room to certain groups or making this and/or other Group Study Rooms reservable?**

- There have been few if any complaints about the availability of Group Study Rooms aside from this Professor. Since there have not been any problems with using the room when needed, we may not need to make any changes to the policy.
- Since this request was made, and since there have been few concerns about the availability of Group Study Rooms, we would be better serving patrons with concerns by considering making the room reservable.

**3. Should we make this and/or other rooms reservable?**

- Students are concerned that the GSR would be used by faculty during Reading Days/Finals. Some students are also under the impression that the GSRs are only for student use (it is designated for all TCNJ community).
- Other groups may want to reserve GSR 220 as well, leaving the room open for others to reserve the GSR at the time the Professor desires to reserve the room.

**4. Should we consider giving preference to this room to groups with six or more members?**

- If the policy is changed to allow large groups are given preference to GSR 220, how will students respond to being asked to leave the room?

The LBSC developed the following preliminary recommendation and solicited feedback from stakeholders:

The amendment to the policy would read as follows:

“Groups of more than six will have preference for the use of the Large Group Study Room (Rm. 220).”

Feedback from stakeholders about the preliminary recommendation was as follows

1. The student government group was consulted again in March, 2014 and they expressed no concerns with the preliminary recommendation.
2. Library faculty and staff were asked to give feedback electronically via a Qualtrics survey. Twenty-seven library staff and faculty responded. Four would not recommend the preliminary recommendation and twenty-three (85%) recommended the change in the policy.
3. The Professor was contacted and gave the following feedback.

“Hi Bethany. Thank you for emailing me about my request. I am concerned that six is a very high threshold. While the group does get that big on some mornings, a 4-person threshold is more feasible for most weeks--especially since some may arrive late. Do you think your use committee would consider 4 rather than 6?”

The graduate group study guidelines are not for 6, are they?

<http://library.pages.tcnj.edu/about-the-library/policies/group-study-room-policy/>

To my reading, the group study guidelines for that room just say that graduate students doing group study would have preferential use (this is what I was told in the past, which is why we do not use that room). “

The committee discussed the Professor's concerns and we believe that the group could use one of the smaller Group Study Rooms if her group was smaller than 6.

**Final Recommendation:** After considering evidence and stakeholder testimony, the LBSC is making a final recommendation to amend the Groups Study Rooms policy to create a Large Group Study Room policy similar to the Graduate Group Study Room in which groups of six or more will have preference for the use of that room (Room 220).

The amendment to the policy will read as follows:

“Groups of more than six will have preference for the use of the Large Group Study Room (Rm. 220).”

**LBSC Committee:** Andrew D'Apice (Dean's Designee), Marlina Fackowski (Ex Officio), Paula Rainey (Ex Officio), Bethany Sewell (Chair), Sharon Shivers, Katrina Xyloportas (Student Government Representative)