Dulaney-Browne Library
Room Use Policy

Make reservations online at http://okcu.libcal.com/

The Dulaney-Browne Library has a variety of study rooms available to Oklahoma City University students, faculty, and staff members. Reservation method, technology availability, and room use policies vary by room in order to provide the greatest range of study and meeting spaces. Staff may need to move students from one room to another to better accommodate everyone’s needs.

Reservation times:

- Rooms may be reserved beginning no earlier than 30 minutes after the library’s opening time and ending no later than 30 minutes before the library’s closing time.

Reservation length:

- Reservations are normally limited to 2 hours and keys check out for 2 hours. Exceptions may be made for special events or classes that last longer than 2 hours. The room key may be renewed for an additional 2 hours and an individual or group can continue to use the room if no other reservations or room use requests have been made. (Groups may renew in advance for their reserved time by having all group members with reservations present their IDs when the key is checked out.)

Setup / cleanup:

- The individual who reserves a room is responsible for set-up before the event and clean-up immediately after the event.

Cancellation of reservations:

- Reservations may be cancelled automatically for most rooms if the group fails to appear within 15 minutes of the start of the reservation. Reservations for faculty study carrels (204 & 205) will be held for the entire reservation, since faculty have priority for these rooms. If a meeting will be starting more than 15 minutes later than originally scheduled, please contact the circulation desk to revise the reservation.
- An individual may be asked to relinquish a group study room if no other group study rooms are available and a group needs the room.
- If a room is not occupied for more than 15 minutes, any items in the room may be moved to lost and found and the room released if needed for use by another individual or group.

Noise:

- Library study rooms are not soundproof and groups should make every effort to prevent disturbing those studying outside the rooms. Keep doors closed when talking, avoid loud conversations, and keep speaker volume no higher than needed.

Recurring Reservations:

- Recurring reservations are encouraged except in the library computer lab. Contact staff at the circulation desk to request a recurring reservation.

Users:

- Most rooms are available for reservation and checkout by all OCU students, faculty, and staff. Some rooms have additional requirements and require approval before reservations are finalized.
- The library is open to the public, but our risk management and university facility policies require that outside groups sign contracts, provide proof of insurance, and generally pay a fee to use campus facilities. Outside groups include both groups not associated with the university and also groups that may have some members who are OCU students, faculty, or staff, but have a mission or purpose that is not directly related to the university mission. Staff members may invite outside groups to use library facilities in order to further the university mission (for example, archival education for Oklahoma United Methodists or information literacy education for high school students who may be prospective students).
Specific Room Notes:

CErT Rooms:

Rooms 214 & 215 are dedicated to faculty training and workshops from 8 am – 5 pm with no standing reservations for classes. The Faculty Reading Room (208) provides faculty development reading, online course video creation, and informal meeting space.

- All groups must be led and accompanied by an OCU faculty or staff member or be an approved student organization.
- Please allow one full working day for approval of reservations. Reservations must be approved by CETL staff.
- Meetings requiring audiovisual or food service support must also be entered in SchoolDude.

Staff can create recurring reservations. Contact CETL@okcu.edu for more information.

The person making the reservation and the person who checks out the key for the room will be held responsible for the security and cleanliness of the room and its contents. Users must schedule time with CETL staff in ADVANCE if assistance with in-room technology is required. Please turn off equipment and lights and leave the room clean, arranged as found, and the door locked when finished.

Digital Humanities / Podcasting Room

- May be reserved for use of Sibelius, Adobe Create, Lightwright software, audio recording, audio or video editing, or other digital humanities projects.
- Please turn off equipment and lights and leave the room clean and the door locked when finished.

The person making the reservation and the person who checks out the key for the room will be held responsible for the security and cleanliness of the room and its contents.

Faculty Study Carrels:

- Individual research & writing space for faculty.
- Faculty standing reservations are encouraged and are valid for the entire time of the reservation.
- Students may use the room when not reserved by faculty or staff. Students may not make advance reservations for these rooms.

Staff can create recurring reservations for faculty. Contact AskALibrarian@okcu.edu for more information.

Leichter Listening Library Room:

Music courses have priority.

- Reservations may be canceled to accommodate music courses.
- Please allow one full working day for approval of reservations.
- Cables are available at the Listening Library circulation desk.

Staff can create recurring reservations. Contact the music librarian or AskALibrarian@okcu.edu for more information.
Specialized Classrooms:

Computer Lab (115) - may be reserved for library instruction & computer workshops, but not regular weekly class meetings.

Honors Seminar Room (503) - may be reserved for Honors Program classes and events, honor society events, and library classes and events. Honors students may use the room for study sessions, but reservations are only accepted 1 working day in advance.

Staff can create recurring reservations. Contact AskALibrarian@okcu.edu for more information.

The person making the reservation and the person who checks out the key for the room will be held responsible for the security and cleanliness of the room and its contents.

Study Rooms:

- Available to any Oklahoma City University student, faculty or staff member, and OCU groups.
- Individuals may reserve rooms for up to 2 hours per day.
- Groups may reserve for up to 2 hours per individual and check out the key for 2 hours times the number of group members who present IDs at the main desk. E.g. 2 group members arriving together may check out the key for 4 hours; 3 group members for 6 hours; etc.

Staff can create recurring reservations. Contact AskALibrarian@okcu.edu for more information.

- The person making the reservation and the person who checks out the key for the room will be held responsible for the security, cleanliness of the room, and its contents.
- Groups may be reassigned to other library study rooms based on group size if demand requires it.
- Reservations may be cancelled if not claimed or changed within 15 minutes of the scheduled start time.
- If a room is not occupied for more than 15 minutes, any items in the room may be moved to lost and found and the room released if needed for use by another individual or group.
- Call the main circulation desk at 405-208-5068 to extend a reservation or return the key on time to avoid a $.01 per minute fine.