Library Student Meeting Room (SMR) Guidelines

- Franklin University Nationwide Library SMRs are available for single users as well as groups.
- Reservations are strongly encouraged and must be made a minimum of 12 hours in advance. Otherwise, room requests are honored on a first come, first serve basis. Reservations can be made online at [http://librarysmr.franklin.edu](http://librarysmr.franklin.edu)
- Rooms 3, 4, and 8 (hybrid classrooms) must be vacated by 5 p.m. on Monday-Thursday (and Friday make-up days) due to class use.
- Reserved rooms will be held for 30 minutes after the reservation time then may be released to another group or student.
- 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](http://library.franklin.edu/suggest). Include your name and email address if you would like us to respond to you personally.