



## Policy

Title:	LRC Testing & Group Study Room Policy
Effective Date:	November 6, 2017
Approved By:	
Responsible Party:	Director, Learning Resource Center
History:	None
Related Documents: Circulation Policy; Use of the LRC Policy	

### I. PURPOSE

The Salus University Learning Resource Center (LRC) seeks to provide all patrons with a welcoming, comfortable, and safe environment that promotes free intellectual exploration, research, and learning. The LRC offers well-managed diverse collections of resources that support the University's academic curriculums and a knowledgeable and helpful staff. The LRC's primary mission is to serve Salus University students, faculty, staff, and alumni. Members of the University community are welcome to use the facilities and check out materials in accordance to our *Circulation Policy*.

### II. DEFINITIONS

The Learning Resource Center's Study and Testing Rooms are for use by Salus University students **only**.

#### Testing Rooms

Rooms w112H (first floor), w208C, w208D, w208E, w208G (second floor) are designated as **Academic Testing Services (ATS) Rooms**. Testing Rooms are available for reserve through ATS for use by students with approved testing accommodations issued from the Office for Academic Success.

The ADA Act defines testing accommodations as changes to the regular testing environment and auxiliary aids and/or services that allow individuals with disabilities to demonstrate their true aptitude or achievement level on standardized exams or other high-stakes tests.

#### Group Study Rooms

Rooms w112D, w112E, w112F on the First Floor are designated as **Group Study Rooms**.

A GROUP is defined as two or more students. Individual students are not permitted to occupy a Group Study Room.

### III. POLICY

The Salus University LRC prioritizes certain services, resources, and space to the University community and affiliated researchers. In particular, LRC Group Study and Testing Rooms are often in high demand.

#### Testing Rooms

Rooms designated as **Testing Rooms** by the ATS:

1. w112H (first floor)
2. w208C (second floor)
3. w208D (second floor)
4. w208E (second floor)
5. w208G (second floor)

Serve as testing rooms first. They are available for reserved student (non-testing) use when not scheduled for testing on a first-come-first-serve basis. LRC and/or ATS staff reserves the right to change or overrule any existing room reservation in one or more of these rooms should a need for approved ADA compliant testing environment arise.

### **Group Study Rooms**

Rooms designated as **Group Study Rooms**:

1. w112D
2. w112E
3. w112F

Are available for reservation for groups of students of two (2) or more on a first-come-first-serve reserve basis.

All Testing and Group Study Rooms are available to reserve for periods of 2 hours. If there are no other reservations, rooms may be reserved for an additional (1) hour. Reservations must be made on the hour for 1 or 2 hour intervals. There is a 15 minute grace period for scheduled reservations. If the party is not present within 15 minutes of the scheduled time, the room will go to the next available person. If a Group Study Room reservation is made, more than one (1) member of the party must be present within the 15 minute grace period, or the reservation will be forfeited.

All LRC patrons are expected to comply with the *Use of the Learning Resource Center Policy*. Failure to comply with this policy may be grounds for removal from the LRC on a temporary or permanent basis.

Use of the Group Study and Testing Rooms in the LRC at Salus University is a privilege, not a right.

## **IV. PROCEDURE**

### **Salus University Faculty and Staff**

The Learning Resource Center's Testing and Study Rooms are for use by Salus University students **only**. All reservations for use for testing must be approved by the Academic Testing Services office.

### **Salus University Students**

Students who would like to reserve a Group Study Room or Testing Room must submit a written email request to [lrc@salus.edu](mailto:lrc@salus.edu). Email requests must contain the student's full name, program of study, and the time period being requested. If the request is for a Group Study Room, the number of persons using the room must also be indicated. If the room requested is available on the date and time available, a confirmation email will be sent from [lrc@salus.edu](mailto:lrc@salus.edu) as soon as possible.

Testing and Study Rooms can be reserved Monday through Friday from 8:00am through 5:00pm. After 5:00pm, if the Rooms are not being utilized for testing, they are available on a first-come-first-serve basis. Rooms will be available on a first-come-first-serve basis Saturday and Sunday.