

Hale Library Collaboration Room Policies and Procedures

Collaboration Room Guidelines

- The 12 smaller collaboration rooms (with capacities ranging from four people to six people) are intended for two or more individuals involved in a collaborative academic or research activity. The two large collaboration rooms (one accommodating up to 12 people and one accommodating up to 20 people) are intended for six or more individuals involved in a collaborative academic or research activity. Individuals engaging in individual study should use one of the Libraries' open study areas.
- Talking is permitted in the collaboration rooms, but please be mindful of your neighbors who are also studying nearby.
- Food and beverages are permitted in the rooms adhering to Hale Library's Food and Drink Policy. Respect your fellow Wildcats – please clean up after yourselves.
- Keep your belongings with you. Do not leave items unattended in the rooms. If you discover belongings in the room, turn them in to the Welcome Desk attendant.
- Inappropriate conduct such as excessive noise and sleeping is not permitted. Students are required to abide by Kansas State University's [Student Code of Conduct](#). The Libraries reserve the right to remove users from rooms, limit future room use, and report to the appropriate University authorities based on inappropriate conduct.
- Damage should be reported immediately to the Welcome Desk attendant. Unreported damage will be treated as an act of vandalism and reported to University Police.
- Furniture may not be moved into or out of collaboration rooms.

Walk-in Bookings

- If the booking display near the room's door indicates that the room is currently available, groups can book it on the spot by pressing the "Book Now" button. This will book the room for one hour or until the next reservation, whichever is sooner.
- Although back-to-back bookings are allowed, we ask that you provide others an



opportunity to use the room if they are waiting for it when your booking ends.

- Reservations made in advance through Microsoft Outlook have precedence: walk-in bookings can only extend up until the time of a reservation. Click the booking display's "Timeline" button to view reservations for the next seven days.
- If your group finishes using the room before the end of the booking period, please cancel the booking to let others know that the room is available.

Advance Reservations

- K-State students, faculty, and staff can use Microsoft Outlook to reserve a collaboration room up to 4 months in advance for up to 4 hours at a time.
- The first 35 characters of the subject line of the reservation will show up on the room's booking display. This is the only information that will show up on the display (note: neither the name nor the eID of the person making the reservation will appear).
- Reservations are to be made only for specific uses. Reserving a room "just in case" or blocking out a room with or back-to-back bookings by different members of a group prevents fair access by all patrons. The Libraries reserve the right to limit future collaboration room use if the system is abused.
- When you arrive at the room, someone from your group will need to click "check-in" on the room's booking display. You can check in up to 15 minutes before or after the reservation is set to start. Failure to do so will result in the reservation being automatically cancelled and the room becoming available for others to use.
- Instructions for making an advance reservation, calendars showing bookings for each room, and descriptions of each room are available [Reserving Collaboration Rooms webpage](#).