



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Medical Library Study Room Reservations

eda-lib-0009

About This Policy

Effective Dates:

07-31-2023

Last Updated:

03-08-2024

Responsible University Administrator:

Gabriel Rios, Library Director

Policy Contact:

Michael Wilkinson, miawilki@iu.edu

Scope

Indiana University faculty, staff, students, residents, and fellows.

Policy Statement

The Ruth Lilly Medical Library has 8 study rooms on the second floor. They are numbered 215A-D and 217, 219, 221 and 223. Study Room Reservations are available from February - September. The reservation system is paused during placement interviews from October - January. Reservations require IU CAS Login.

1. Rooms may be reserved up to 60 days in advance.
2. It is the responsibility of the room users to make reservations in advance to ensure 1st priority.
3. Drinks must be in containers with lids.
4. Personal belongings should not be left unattended - they may be removed by building security if another group is waiting to use the room.
5. Please leave the room looking the way you found it. Place all trash in receptacles.
6. Abandoned personal items will be removed from study rooms and placed in lost and found or behind circulation desk. Unclaimed items will be discarded. Valuables will be reported to campus police for pick-up.

Reason For Policy

This policy provides for an organized system to reserve the medical library's limited study room spaces.

Procedure

Study rooms may be reserved online: <https://rooms.mednet.iu.edu/> Or scan the QR (quick response) codes posted on each study room door.

1. Students should check into their room no later than 15 minutes after their reservation start time. Rooms that have not been checked-in will be released to allow others an opportunity to use the space.

2. Students must report to the first-floor circulation desk or contact Michael Wilkinson (miawilki@iu.edu) if any defect or damage is done to the equipment.
3. Patrons should confirm their reservation via email within 30 minutes of creating it. Check your spam folder if you do not see it.
4. Report unattended items to 317-274-7182.

Definitions

QR code (trademark) - used for a two-dimensional barcode printed as a square pattern of black and white squares that encodes data. (merriam-webster.com)

Additional Contacts

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Forms

[Ruth Lilly Medical Library Room Reservations](#)

History

1. Policy created on 31 July 2023.
2. Organization and style updated on 08 March 2024.