Ball State University Libraries

Room Reservation Policies

Bracken Library offers students, faculty, and staff a variety of comfortable group study rooms for collaborative study, learning, and small conferences seating between 4 and 18. These large and small rooms are also available to staff and campus organizations for meetings, project discussions, and planning.

The following rules apply to reserving group study rooms:

- Room reservations are made in 30 minute increments up to a maximum of 4 hours per 24 hour period.
- A maximum of 5 reservations within a 7 day period can be made.
- Rooms cannot be used for commercial activity, distribution or solicitation of materials, goods or services, fundraising, sales, or proselytizing.
- Food and beverages are limited to snack items.
- Large rooms (seating capacity: 18) have a minimum of 6 students before the reservation can be made.
- Please ensure the room is neat and orderly at the end of your session and that tables and chairs are returned to their original positions.

Audio Visual equipment needs are the requestors’ responsibility and can be made through the Educational Technology and Resources Collection on the Lower Level. 765-285-5340

Chalk and erasers are available upon request at the Circulation counter, Bracken Library 1st floor.

To Make a Reservation:
- Log on using your BSU Outlook account information at https://www.bsu.edu/libraries/openroom/.
- Click the room to view information regarding the room amenities and size.
- Click the day and time you wish to schedule.
- Fill in the requested information and click “Reserve.”
- You will then receive an e-mail confirming the reservation time and location.

By submitting a room reservation you are agreeing to these terms of use.

To Cancel a Reservation:
- Log on using your BSU Outlook account information at https://www.bsu.edu/libraries/openroom/.
- Click on the reservation you would like to cancel.
- Click “Delete” located on the lower right corner of the reservation information window.
- Confirm the cancellation.
- You will then receive an e-mail confirming the reservation cancellation.

Cancellations can only be made before the beginning of your reservation.

For assistance or for answers to any questions regarding room reservations, please contact the Library Dean’s Office at (765) 285-5277 during regular business hours.