OWU LIBRARIES

Guidelines for Use of the ICEcube

The ICEcube Innovate. Connect. Explore.

The ICEcube (Group Study 1) is designed to support small group active learning, collaborative work, seminars, or presentations. It is equipped with a conference table with built-in power and media connectivity, 10 chairs, and a large whiteboard. Speakers are available for check out from the Media Center.

Sound Level

Users should maintain a moderate sound level since others outside the room may be studying or working in their own groups. The room is not intended for individual study. Students looking for a quiet area should go to the 3rd floor of Beeghly. Alternatively, users wanting to watch a movie should reserve space in the Media Center.

How to Reserve

- The Room is available only during <u>library hours</u>.
- Reservations need to be placed via the AdAstra system.
- Formal reservations through AdAstra should be made the Friday before the weekly schedule is published and made available. The weekly schedule begins on Monday and runs through the following Sunday.
- Reservations for consecutive, concurrent meetings, or recurring meetings are not permitted, nor are reservations for semester-long classes.

Who Can Reserve

- Any current OWU student, faculty member or staff member may reserve the ICEcube.
 Students have priority.
- · Reservations are made on a first come, first served basis.
- The same group or individual may reserve the ICEcube for a maximum of 3 hours per day.

Guidelines for Use

- When not formally reserved through the AdAstra system, the room is open for use. It should be
 vacated after three hours or for a prior reservation. Please sign up on the sheet outside the
 room to indicate the time you plan to be in it or to hold the room if you did not submit a formal
 reservation.
- Priority is given to groups of four or more students.
- There is a 15-minute grace period for reservations. If a group does not show up, then others are free to use the room on a first come, first served basis.
- ICEcube users without a reservation must vacate the room when requested by library staff.
- Materials and personal items left unattended will be removed and taken to lost and found.
- Prior to leaving, groups should return the ICEcube to its original set up, throw away all trash, and clean the whiteboards.