Policies and Procedures for Research Studies in the Library

Hamersly Library study rooms are in high demand, especially when Psychology students are collecting data. The following rules are intended to 1) provide equitable student access to this shared resource; 2) help participants find a specific research study or any available study; and 3) maintain a pleasant environment for all who use the library.

1. Name your reservation using these parameters: “PSY (course number) Research – topic” OR “PSY (course number) – last name”. Examples: “PSY 301 Research – Smith” “PSY 468 Research – Music” Generic labels like “Psych study” are not sufficient.
2. You may not request all day reservations; the maximum is 4 hours per day.
3. If you are having a hard time getting participants, rather than booking study rooms repeatedly, consult the list of good study times listed below to maximize your chances of getting participants. Also ask your teacher or the Psychology librarian for hints on how to be more successful in obtaining participants.
4. If you need to schedule more than one room at a time, you must obtain instructor approval. You will only be allowed to schedule two rooms at a time if you need both of them for some important aspect of your research design. If your instructor approves this request, he/she will let the library know you are approved for two rooms.
5. Signs or advertisements for the studies should only be posted on window glass and NOT on painted walls or the wood. Ask at the Information Desk for some blue painters tape that removes cleanly from the surface. Keep the sign up only while you are in the room, and remove them when you are done.
6. So you can direct participants to the location of your study, the library will place a rolling whiteboard near the Information Desk on the 1st floor. Share that whiteboard space with other researchers to direct participants to your study. Erase your study from the whiteboard when you are done for the day.
7. **Remember to notify the library if you need to cancel a reservation**: 503-838-8418 or libweb@wou.edu.
8. **Reserved rooms that have not been claimed within 30 minutes of the beginning of the reservation will be released for others to use.**

Finally, not a “rule” but a suggestion: make your reservations early!

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**CHOOSING A GOOD STUDY TIME**

_AKA, times when there are more people in the library:

9:00 am - 11:30 am

1:00 pm – 2:00 pm

3:30 pm – 5:00 pm_