

UIC JOHN MARSHALL LAW SCHOOL



Collaboration Commons Access and Use Policies August 2019

The Law School's new Collaboration Commons will open at 7 a.m. on Monday, August 19, 2019. The Commons is located on the 8th floor of the 300 S. State Street building. You can take the elevator directly from the S. State Street lobby. The Commons has a variety of spaces, including study rooms, booths, phone booths, and larger collaborative spaces. The Commons is designed primarily for enrolled law students.

To help preserve this new space and allow it to operate effectively, please read and adhere to the policies below:

Hours and General Operation

- The Collaboration Commons is open when the John Marshall Campus is open. On rare occasion, the Commons may be closed for a special event.
- The Collaboration Commons is not part of the UIC John Marshall Law School Library, and these policies differ from the [Library Access & Use Policies](#).
- The Collaboration Commons is not a staffed floor. If you need assistance, please contact the appropriate office or department, such as Security or Information Technology Services.
- Users may be asked by Law School or University staff, including Campus Safety & Security officers, to show their i-card to demonstrate their status as a UIC John Marshall Law School student or employee.
- Individuals who violate these policies may be asked to leave the Commons; for serious or repeated violations, individuals may be barred from using the Commons and may be subject to disciplinary action.
- If you have specific questions about the Commons, please email Ramsey Donnell, Associate Dean for Law Library & Information Services, at rdonnell@jmls.edu.

Using and Reserving Space

- Only enrolled UIC John Marshall students and employees may use this space. Faculty and staff generally should use the space when working with students.
- Enrolled UIC John Marshall students and employees may reserve study rooms, the Idea Bar (the long area just to the left of the elevators), and the West Wing (to the far left of the elevators, near the vending machines).
 - Study rooms may be reserved for groups of at least two and are not for individual use.
 - The Idea Bar and West Wing spaces may only be reserved for groups larger than six. These spaces may be used by individual students when not reserved.
- The booths, open seating areas (other than Idea Bar and West Wing), and phone booths are available on a first come, first served basis.
- To reserve space in the Collaboration Commons, students and employees must use the [online space reservation system](#). Reservations are on a first-come, first-served basis, subject to the parameters and rules set out in these policies. You must reserve space yourself; spaces will not be reserved administratively.
- Each student and employee may reserve up to four hours per calendar week in Collaboration Commons spaces available for reservation. Space is reserved in one-hour increments using the online reservation system. The person reserving the space must be part of the group that uses the space.
- When reserving space in the Collaboration Commons, a valid @law.jmls.edu or @jmls.edu email address must be used. After submitting a booking request, an email will be sent confirming the reservation. If you need to cancel a reservation, please do so at least one hour before the reservation start time.

Technology

- Monitors in the open seating areas and screens in the study rooms are designed for easy display from a laptop through an HDMI/USB-C connection. **Laptops will not be provided; students and employees must bring their own.**
- The Law School has made HDMI cables and USB-C adapters available; do not remove these from their locations.

- If you need assistance, please contact the ITS Help Desk on the 7th floor of S. State Street (ext. 550).

White Boards

- Whiteboard walls are available in each study room, in the Idea Bar, and in certain other areas. Movable whiteboards area also available in the space.
- Please use **only dry erase markers** on these surfaces; other markers will leave permanent marks.
- **Not all white walls in the space are whiteboard walls.** The whiteboard walls have a shiny surface. Please check before marking on a wall.
- The Law School will provide appropriate markers and erasers for use in the Commons. Please do not remove these items.
- **All markings on whiteboards and whiteboard walls will be erased overnight.** Please snap a picture of anything you need before leaving your area.
- Markings on whiteboards and whiteboard walls may be erased by groups that have reserved the space. Please snap a picture of anything you need before leaving your area.

Food and Drink

- Vending machines are located in the West Wing area, near the copier.
- Non-alcoholic beverages are permitted in the Collaboration Commons in covered containers.
- Food may be brought into the Collaboration Commons, but students and faculty should respect fellow users and avoid food that is messy or has a strong smell.
- Please dispose of your trash properly; leave the space clean for the next user.
- Please contact Security at ext. 501 if you notice an area that needs to be cleaned.

Noise

- The Collaboration Commons is designed for group study, and associated noise is to be expected. This space is not a quiet zone.
- But, users should be considerate and refrain from playing music, videos, and games audible to other users.
- Please try to use the dedicated phone booths for loud cell-phone or video conversations.

Personal Belongings and Day Lockers

- We encourage users not to leave valuables unattended. A set of day lockers is available. Please use these lockers if you need to leave the Commons for a period but intend to return later that same day.
- The Law School reserves the right to empty day lockers at the end of each day. Items left in these lockers will be placed in Lost & Found.

Administrative policies effective August 15, 2019.