

B.D. Owens Library YouTube Channel

"How to Reserve Study Rooms"

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1 INT. DORM ROOM - DAY**1**

A student sits at their desk frustrated as they try to focus on the notes in front of them.

HOST V.O.
Are you struggling to get homework
done because of unnecessary
distractions?

CUT TO:

2 INT. DORM ROOM - NIGHT**2**

A student sits at their desk, disappointed and frustrated. During the V.O. a montage plays of them cleaning and then finding a useless dollar store toy and playing with it.

HOST V.O.
Did you fail an exam because you
decided to clean instead of study,
and then you found that really old
thing that you haven't seen in a
while and you spent the rest of the
evening messing around with it
instead of studying for your
midterm?

FADE TO:

3 INT. STUDY ROOM - DAY**3**

Student sits at the study room desk happily writing their notes.

HOST V.O.
Well then you need a study room!

CUT TO:

4 INT. LIBRARY FIRST FLOOR - DAY**4**

Host stands in the front lobby of the first floor, addressing the camera as they walk towards it.

HOST
Hi I'm ____ here with the B.D. Owens
Library and we're here to tell you

about how you can focus on your studies without the unnecessary distractions.

DISSOLVE TO:

5 INT. STUDY ROOM - DAY

5

Host shows off the individual study room like they are a model on the Price is Right.

HOST V.O.

Study rooms are perfect for limiting your distractions. Located on the third floor of the B.D. Owens Library, each individual room is equipped with a single desk, chair, and marker board! This minimalistic design is perfect for when you need to limit your distractions.

CUT TO:

6 INT. GROUP STUDY ROOM - DAY

6

Host shows off the group study room in a manner similar to before

HOST V.O.

Need to work on a group project? reserve a group study room! Group study rooms are perfect for working together as a team. Equipped with a table, chairs, white board, and projector, group study rooms are well-equipped with everything your group needs.

CUT TO:

7 INT. IN FRONT OF LIBRARY SERVICES DESK - DAY

7

Host walks toward camera as they speak, leaning against the services desk after.

HOST

Once you've reserved your study room, all that's left to do is wait until check-in time! But don't be late! Your room can be forfeited if you fail to get there on time.

CUT TO:

8 INT. LIBRARY SERVICES DESK - DAY**8**

A student acts out what the host says

HOST V.O.

When the time does arrive for your reserved space, check-in using the link sent to your email. Then stop by the library services desk to retrieve your study room key. You must present your Northwest ID card in order to check-out the room key. And while you're at the front desk, feel free to check out projection equipment, markers, a laptop charger, or any other materials you might need.

As the student walks toward the stairs, they freeze. Host steps into frame on "But wait!"

HOST

Now you're ready to get to studying!
But wait! Let's go over some
guidelines real quick

FADE IN:

9 INT. THIRD FLOOR LIBRARY - DAY**9**

Host walks toward camera.

HOST

Remember that the 3rd floor is a
silent study space.
(Said in a calming voice)

Switch to V.O. as camera trucks horizontally from one study room with a person angry about noise as they try to concentrate. When they bang on the wall, horizontal pan to room next door.

The student next door is dramatically playing trombone (or something).

HOST V.O.

Even though you're in a separate
room, these are thin walls and your

neighbor might just hear you.

Host steps into frame. Trombone player is confused.

HOST

So be considerate and try to keep
the noise to a minimum.

CUT TO:

10 INT. STUDY ROOM - AFTERNOON

10

follow student as they pack their stuff and leave the room.

HOST V.O.

Be ready to leave 5 minutes before
your reservation ends and check to
make sure you didn't forget anything
on your way out.

student walks out and stops when they see the host talking to
the camera.

HOST

All that's left to do is return the
key to the front desk,

Student walks out of frame.

HOST

(cont'd)

but make sure to return it on time!
Or face dire financial consequences.

A hilarious scream is heard from off-camera.

CUT TO:

11 INT. B.D. OWENS FIRST FLOOR IN FRONT OF COMPUTERS - DAY

11

Host walks toward camera as they speak.

HOST

To reserve your study room today, go
to the B.D. Owens Library webpage!
Click Library Information to find
study rooms and select reservations.
Or you can click the link in the
description! Once you've selected
the time and room for your
reservation, make sure you submit
the request by logging in using your

Northwest username and password. And to finalize your reservation submit your Northwest email and password to receive your confirmation email. Once you're done, don't forget to log out! And that's all there is to it!

12 INT. LIBRARY SERVICES DESK - DAY

12

Host stands in lobby addressing camera.

HOST

Don't let distractions get the best of your learning, reserve your study room today!

Freeze Frame.

HOST V.O.

Study room reservations can only be made one day in advance. Reservations will be forfeited after 15 minutes. Study room keys should not leave the building. Returning your key late may result in a late charge. Lost keys will result in replacement costs, which will be charged to your student account. The Library is not responsible for any personal materials left in the room.

(Spoken very quickly as the words scroll past the bottom)