



POLICY FOR USE OF GROUP STUDY ROOMS

In line with its mission to serve as a community commons and to assist members of the community in realizing their academic and self-directed learning goals, the Library provides its customers with a variety of spaces for study. Group study rooms are provided to allow small groups of up to six (6) people to work, study, or engage in other intellectual pursuits together without disturbing other customers.

Scheduling

- Customers will have access to the Library's group study rooms in the following order of priority:
 - Pairs and groups with an advance reservation.
 - Pairs and groups without an advance reservation.
 - Single individuals.
- Groups or pairs, with or without reservations, will have priority over individuals in the use of group study rooms. Although individuals are free to use these rooms on a walk-in basis when they are not otherwise in use, they will be expected to give up the room immediately if any group or pair arrives and needs to use it. Groups larger than six (6) should reserve a meeting room or check with the Reference staff about other accommodations.
- A group study room may be reserved for up to a 2-hour period once each day. Time may be extended up to an additional 2 hours at the discretion of library staff, or if no others are waiting to use the room. Anyone wishing to extend their time must request that extension before their time expires but no more than 15 minutes before the end of their original 2 hours. At any time, no one may use the room for more than 4 hours in one day.
- Reservations may be made by visiting or calling the Reference Desk. A group study room may be reserved up to two (2) weeks in advance. Rooms will only be held for 15 minutes.
- We are not responsible for any unattended items; items left in the room outside of one's reserved time will be removed and held at the 2nd floor Reference Desk for 2 weeks.

Regulations

- Customers using a group study room are expected to leave the room in usable condition for the next group, including:
 - Throwing away any trash in proper receptacles.
 - Putting chairs back in their proper place.
 - Group study room doors may not be locked or blocked in any way.
 - Group study room windows may not be blocked or covered at any time.
 - Lights must be kept on at all times when a room is in use.
- Customers are also expected to adhere to the Library's Customer Behavior Policy while using a study room, including refraining from any activity that will disturb other customers.

Failure to abide by the Library's policies may result in suspension of privileges to use the rooms.