

## Group Study Rooms

Group study rooms are available for a two-hour time period for groups of two or more students.

A current student identification card is needed to check-out a key from the Circulation Counter.

Study rooms are not to be used for individual study. Two or more people must be present at the Circulation Counter to check-out a room and must be present in the room at all times.

Rooms can be renewed for an additional two-hour period, if there is no waiting list. If there is a waiting list, student groups are expected to give up the room after their two-hour period is over.

The room must be occupied by at least two people at all times. Leaving the room unattended for any period of time constitutes forfeiture of the room.

An individual cannot “hold” a room, if group members leave for any reason. The remaining student must vacate the room, and turn in the key.

All rooms must be vacated ten minutes before closing time.

### **Rules for a group study room:**

1. No eating or drinking.
2. Cell phones or pagers may not be used in the room.
3. The room must be occupied by at least two people at all times. If group members leave for any reason, the remaining student must vacate the room, and turn in the key.
4. Possessions must not be left unattended in the room.
5. Upon exiting, the room should be clean; the white board wiped off.
6. The door must be locked when the room is vacated.

**NOTE: A late fee will be charged if packet and key are not returned to the Circulation Counter on time. The fee is \$1.50 for each late hour (or partial hour).**

**Failure to follow these Rules and Procedures will result in loss of privileges.**