

UNIVERSITY/COLLEGE LIBRARY (UCL)
GROUP STUDY ROOM USAGE RULES

The University/College Library (U/CL) provides study rooms to groups of at least two and no more than ten Broward College or FAU students.

1. At least two Broward College or FAU students must be present with their valid Broward College or FAU photo ID-card. The room key will be checked out to one person in the group who is responsible for returning it on time to the Check Out/Check in desk. Fines are charged for late returns or a lost key.
2. Library staff will assign the room. We will try to honor your request, but some rooms may not be available due to the group or room size. Room 165 is for large groups of at least eight but no more than ten. First floor and third floor rooms are primarily for groups of four, but no more than six. Second floor rooms are for groups of two but no more than four.
3. Group study rooms are to be used for academic purposes only. They are not to be used for social gatherings, tutoring, non-academic projects, etc. Rooms may not be used by faculty for classes, meetings, evaluations, testing, etc.
4. Use of the study room is scheduled for two hours. The student who originally checked out the room may renew it for another two hours if another group is not waiting. Renewals are accepted 10 minutes prior to the expiration time of the room. New groups that are waiting for an available room are given priority over renewals. If at any time all study rooms are occupied and new groups are waiting, any group member who is currently part of a group that has a room **MAY NOT** sign up for the next available room. In order TO accommodate as many groups as possible during midterms and finals, renewal of a study room cannot be guaranteed.
5. Drinks in covered containers are allowed in the rooms. When reserving a study room, the group agrees to abide by the rules and regulations regarding room usage and U/CL's Building Use Policy. **FOOD, SMOKING, OR USING OTHER TOBACCO PRODUCTS IS PROHIBITED.**
6. Groups are responsible for the condition of the room. If damage is seen upon entering the room, report it to the Circulation Desk immediately. If the room has a white board, you may check out erasable markers from the Check Out/Check In Desk.
7. Furniture may not be moved in or out of a study room.
8. Signs cannot be posted in a group study room.

- 9. Group study room windows must remain uncovered.**
- 10. Please return all library materials to a book truck near the shelves when you are finished.**
- 11. The U/CL is not responsible for any personal belongings left in a group study room. Remove personal items any time you leave the study room. Items found will be turned over to Campus Safety in Building 20.**
- 12. Library staff has the right to refuse the use of a study room if the U/CL, College, or University policies are violated.**

We continuously look for way to improve our services. Please share any suggestions or problems with the Circulation staff.

Revised 01/2018