

## UNIVERSITY/COLLEGE LIBRARY GROUP STUDY ROOM USE RULES

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

1. At least two BC or FAU students must be present with their valid BC 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 obtainable due to the size of the group and size of the room. Room 165 is for large groups of at least eight and no more than ten. Other first floor rooms 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 may be scheduled for two hours. The original student who 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. **DURING MIDTERMS AND FINALS, IN ORDER TO ACCOMMODATE AS MANY GROUPS AS POSSIBLE, THERE IS NO GUARANTEE OF THE RENEWAL OF A STUDY ROOM.**
5. Drinks in covered containers are allowed in the rooms. By 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 belonging 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 19.
12. Library staff has the right to refuse the use of a study room if the U/CL, College, or University policies are violated.
13. Please report any suggestions or problems to the Circulation Staff.