

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. Group study rooms are reserved at the Check-Out Desk. At least two BC or FAU students must be present with their valid BC or FAU ID card when the room is assigned. The room will be checked out to one person in the group who is responsible for returning the key on time to the Check-Out Desk. Fines are charged for late returns or a lost key.
2. Library Staff will assign the room. Some rooms may not be available due to the size of the group. Room 165 is for large groups of at least seven and no more than ten. Other first floor rooms and third floor rooms are primarily for groups of four to six; second floor rooms are for groups of two to four.
3. Group study rooms are to be used for academic purposes. 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. Rooms are checked out for two hours. The original two students may renew for another two hours if another group is not waiting. Renewals are accepted 15 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. Only 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 OR ANY TOBACCO PRODUCTS ARE PROHIBITED.**
6. Groups are responsible for the condition of the room. If damage is seen upon entering the room, report it to the Check-out Desk immediately. If the room has a white board, erasable markers are available at the Check-out 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 and the lights on at all times.
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. You must 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 any U/CL, College, or University policies are violated.
13. Please report any suggestions or problems to Staff at the Check-out Desk