

# Library Group Study Room – Reservation Policy

This policy has been developed to ensure fair use of the LRC group study rooms.

The rooms that can be reserved are distributed as follows:

- 2<sup>nd</sup> floor – 6 with six student capacity (LRC 220, LRC 221, LRC 222, LRC 229, LRC 230, LRC 231) and 1 with ten student capacity (LRC 224).

## General policies:

- Group study rooms can be reserved in person up to two weeks in advance. Only one reservation may be held per week. However, if a room is unreserved, it may be used on a walk-in basis.
- A maximum of two reservations can be held at a time.
- Rooms will be available in two hour blocks starting at 8 a.m. <sup>1</sup>
- The reference librarian will be responsible for taking and changing of reservations, checking out the rooms and monitoring of the rooms.
- The rooms are available to currently registered GWC students, instructors and staff for class related activities and projects. Groups of two or more take precedence over individuals.
- Students reserving the rooms will be required to present their current valid GWC student ID card. Reserved rooms will be held for 15 minutes. After the allotted time expires, rooms will be available to the first walk-in for the duration of the block. Students who are continually late may lose the privilege of reserving rooms.
- Rooms without reservations will be available on a first come, first served basis for the duration of the block.

## General rules:

Rooms will be monitored by library staff.

- Students will be reminded that the group study rooms are not sound proof and if excessive noise persists, noisy groups will be asked to leave. Abuse of the group study rooms may result in loss of the privilege of reserving rooms.
- There will be no food or drinks except for bottled water.
- The library is not responsible for personal belongings left in the rooms.

**Any abuses (ex: food, scheduling, etc.) of the room will result in a suspension for the semester.**

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<sup>1</sup> Ideally Monday – Thursday: 8 – 10, 10 – 12, 12 – 2, 2 – 4, 4 – 6, 6 – 8:15 and Friday 8 – 10, 10 – 12, 12 – 2:30.