



GERALD R. SHERRATT LIBRARY

LIBRARY DEPARTMENTAL POLICIES

Policy No. 2.1.3

Date: 03/07, 04/10,
05/13, 01/14, 09/15

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SUBJECT: Group Study Rooms

- I. Group study rooms available in the library can be checked out using the following criteria:
 - a. Rooms are available only to SUU students with valid SUU ID.
 - b. Rooms must be checked out at the Check Out Desk. A key to the room will be issued.
 - c. Maximum check out period is two hours. Rooms are subject to an hourly fine for late return of room key.
 - d. Room capacities are noted on the door plaque and on the reservation system. Capacities will be enforced by library staff.
 - e. Priority is given to groups of at least two people. If a group asks to check out a room but there are no rooms available and a room is occupied by only one person, that person may be asked to give up the space.
 - f. Room reservations: Rooms on the third floor are available on a first-come basis. The first and second floor study rooms are available for reservation by accessing the link on the library homepage.

- II. Reservation rules apply as follows:
 - a. Reservations can be made from four weeks to two hours prior to the desired time. The electronic reservation system is the official record and in-person check outs of a room must still be done through the reservation process.
 - b. Cancellations can be made any time prior to the reservation time.
 - c. No-shows: There is a 10 minute grace period after which time the reservation will be forfeited and the room becomes available.
 - d. Reservations are limited to one reservation of up to two hours per day per group.
 - e. A reservation alone does not constitute check out. Reserved rooms must still be checked out at the Check Out Desk to receive the key and still requires valid SUU ID.

- III. The following rules apply to all rooms checked out.
 - a. Activities planned in the library should be appropriate to the setting. Excessive noise and activity will not be permitted.
 - b. The library food and drink policy 1.3.1 applies to all study rooms—drinks in spill-proof containers and only dry, snack-type foods allowed.
 - c. Rooms may not be used for the purpose of selling or promoting a product.
 - d. All rooms must be vacated 15 minutes before the library closes.
 - e. On-going or regularly scheduled activities should use other facilities on campus.