



Library and Media Services Operational Policies and Procedures

Study Room Use

Policy

Students may request use of the study room on the day of use or 24 hours in advance. It is to be reserved for up to one hour at a time. If the room is still available after the assigned hour, the time may be extended for another hour.

A reservation may be cancelled and the room reserved for another person if someone is later than fifteen minutes for a booking.

Staff and faculty may reserve a room as far in advance as necessary. The hourly time limit and cancellation policy does not apply. The room may not be reserved for the same day of the week and time successively nor may it be reserved for the same hours more than two days in a row.

Adopted: Fall 1998