

Pierce College Library
Approved by Policy Committee
Approved by Circulation Committee May 4, 2010
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Study Rooms Policy

Purpose: Five study rooms are available in the Fort Steilacoom library and four study rooms are available in the Puyallup library for groups of two or more students, faculty or staff to gather and work together. You can make a reservation for use of one of the rooms at the library's circulation counter. Room assignments will be made by the circulation staff to best match the size of the group to the appropriate room.

Study rooms may be scheduled by Pierce College student, faculty and staff for the following:

- Course-related research, study and discussion
- Media equipment use
- Presentation, speech and sign language practice
- Instructor/student, faculty and staff meetings
- ADA accessible quiet study

Exceptions to the uses described above must be approved by the Circulation Supervisor.

General Guidelines

- Eating and loud discussions are prohibited in the study rooms. Users are required to clean up the room and return equipment. Damage or misuse of rooms may result in loss of access.
- Library staff are not responsible for personal items left unattended in group study rooms. If items are left unattended for more than a short period of time the items will be taken to campus security.

Scheduling

- Students may reserve rooms at the circulation desk either in person or by phone within a 24 hour period. Rooms may be reserved for a one hour time periods. A room may be renewed up to 1 additional hour if no other reservation has been made. Maximum use is 2 hours/day/any individual in the group. Exceptions may be granted by the Circulation Supervisor.
- Faculty and staff may reserve rooms Library 314 and Library 315 at FS and Library 227 at PY up to one quarter in advance via Outlook. Maximum use is 3 hours/day. Rooms are not intended for regular class meetings.

- The reservation for a study room is nullified if the group does not show up within fifteen minutes of the reservation.
- The individual who makes the reservation is responsible for room clean-up and return of equipment.

Scheduling Procedures

The Study Room Schedule is kept in a notebook located at the Circulation Desk in a staff-only access point.

- Ensure that the requesting party understands the room use guidelines
- Use pencil in case of changes
- Use an arrow or other indicator to show the duration of the reservation
- Students can schedule no more than 24 hours in advance
- Check room hourly
- Outlook calendar is printed out and posted each a.m. for the current day.