

Group Study Room Guidelines

The primary purpose of these rooms is to provide a place for students to engage in collaborative and cooperative study in small groups.

- Group Study Rooms are kept unlocked for anyone needing private study space.
- Drop-in users are welcome and should reserve the room on the panel by the door so others know the space is taken.
- Drop-in users and individuals must leave the room when presented with another group's confirmation of reservation for that time/room.
- Use is limited to 2 hour reservations. Users may book up to 12 hours in advance and up to one week in advance using the online reservation system.
- Individual users may be asked to give up use of a room to groups. Study rooms that are not occupied by at least two people within 15 minutes after the start of the reservation may be forfeited.

Cooperation and courtesy are appreciated.

- If you are unable to resolve a dispute over use of a room, you should seek staff assistance at the Library Services Desk.
- Groups are responsible for the condition of the room. Users of the group study rooms must clean up after themselves, and leave the room in good condition for the next users, including erasing the white board.
- While the group study rooms are designed for group use, they are not soundproof. Please be considerate of other library users and maintain reasonable noise levels. To prevent noise from leaving the room, the door should be closed when the room is occupied.
- Any obstruction of windows is prohibited.

Library staff reserves the right to enter any group study room at any time.

Occupants of Group Study Rooms (or any area in the Library) may be asked to leave the area or the Library for inappropriate behavior or for failure to follow these Guidelines, Kreitzberg Library policies, and/or Norwich University policies.