Study Rooms Policy

Overview: This policy exists to provide structure for study room usage to minimize conflict and best provide accessibility for students.

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A. Policy.

Individual and group study rooms are available on the University Library second floor for short-term use (maximum of 4 hours). These rooms are dedicated for the use of studying, working on projects and/or meeting about projects.

Group and individual study rooms are available for reservation for Regent University Students, Faculty and Staff in good standing with the University Library. Exceptions must be authorized by the Head of Access Services.

B. Process/Procedure.

Study rooms require a key and may be reserved up to one day in advance in person or by telephone by contacting the Circulation Desk (757-352-4150).

Keys are checked out from the Circulation Desk on the main floor of the Library and require a valid campus identification card. Exceptions must be authorized by the Head of Access Services.

Each room may be reserved for four (4) hours or less. If there is no request or reservation for the room after four (4) hours, the patron may renew the room reservation at the Circulation Desk. Only one room at a time may be reserved by the same person/group. In other words, there should be no overlap with another reservation by the same person/group for a different room. Priority for use of group rooms will be given to groups of 2 or more patrons.

Rooms should be vacated 15 minutes prior to the Library Building closing.
As the patron reserving the study room key, you accept full responsibility for any damage incurred during the time of occupancy. When a key is lost or not returned, the individual who reserved the room is responsible for the lost key charge ($10). Group/Individual study room keys must be returned immediately at the end of the room occupancy, to avoid fines. Overdue fines are 1.00 per hour.

The white board walls in the group study rooms are for your use, but we ask that you use dry-erase markers only, and erase your work before you vacate the room. Dry-erase markers are available at the Circulation Desk for use in the rooms.

C. **Contact Information.**
Further questions/concerns may be directed to the Circulation Desk (757-352-4150).

D. **Forms.**

- Comment or Suggestion Form

*This policy was reviewed and approved by the university librarians on July 24th, 2012.*