LAW LIBRARY
STUDY ROOM USAGE GUIDELINES

Law Library study rooms may be reserved only by graduate students or faculty of Regent University who are in good standing (no fines) with the library.

- Room Reservation
  - To reserve a room, contact Access Services at (757) 352-4450 or 4465, or inquire at the Law Library Service Desk.
  - Rooms 1, 8, 9 and 12 may be reserved only by groups of 2 or more. Other rooms may be reserved one or more persons.
  - An initial room reservation may be made for a maximum of four hours.
  - That reservation may be renewed in two-hour increments thereafter, if no one is waiting for the room at the time the reservation ends. Renewal may be made by phone to (757) 352-4450.
  - A reservation will be considered void if the reserving patrons are more than 15 minutes late and another group is waiting for a room.

- Study Room Keys
  - At least two reserving users must be physically present at the Service Desk to check out a key for rooms 1, 8, 9 or 12.
  - Reserving users must inform the desk of the number of persons expected to use the room at the time the key is checked out.
  - At the end of the reserved time, the room must be left with door closed and locked, and keys must be returned immediately to the Service Desk to avoid overdue fines of $1.00/hr.
  - A fine of $10.00 will be assessed for lost or unreturned keys.

- Study Room Equipment
  - Use only dry-erase markers and erasers on white boards. Markers and erasers may be checked out at the Service Desk.
  - Problems with the display monitor or questions regarding its use should be directed to the Service Desk.
  - Use the furniture provided. No furniture is to be moved out of or into rooms from other places within the library.

- General
  - Rooms are not soundproof. Please be considerate of those in surrounding spaces.
  - All other Law Library policies apply.