

# Study Room Use Regulations

*Updated September 2021*

## Purpose

Study rooms are for currently enrolled Brescia University College students and CultureWorks students. During the main academic year (September – April), study room booking is subject to the following:

- Faculty may not reserve study rooms but may be present at student group study session.
- Staff may not reserve study rooms.
- Study rooms are for small student group study or extracurricular work, but not for official meetings or scheduled instructional activities.

During the months of May – August, study rooms may be booked by faculty and students for purposes other than group study.

## Facilities

Two study rooms are located in the Beryl Ivey Library.

## Hours

The study rooms are available from the opening of the library until 15 minutes before closing.

## Scheduling

Study room keys are checked out for 3 hours. Study rooms may be reserved for a 3 hour period, per group. Users are encouraged to sign up in advance to ensure room availability. The rooms are reserved on a first-come, first-served basis. To allow all users equal access to study rooms, reserving of rooms in the booking system for more than one 3 hour period per day is not allowed. If a student group has used their allotted time, but would like to use an available study room for an additional 1, 2, or 3-hour period, they may do so as long as a study room is available, and they have been approved to do so by library staff.

## Check-Out

Users who have reserved a study room are welcome to begin using the room as soon as their booking time becomes available. Access to study rooms is open to all students and it is the borrower's responsibility to inform current users that the room has a booking. Students who have booked a study room have priority over those currently occupying the space.

**Note:** Study room reservations will be forfeited if the signing individual has not checked out the key within 10 minutes of the reserved time-slot.

## Room Use

Computers are not available in study rooms. Users are expected to provide their own laptop, or reserve a library laptop for use in the study rooms. Study rooms are equipped with wireless internet access, DVD/VHS players and a digital projector. Users are welcome to have food and drink as defined in the Library Food and Drink Regulations. Smoking and smokeless tobacco products may not be used in the Library. Please prepare the room for the next user (e.g. place trash in the waste basket, turn off the lights, close windows if applicable, and close/lock the door). Users are expected to conduct themselves in a manner appropriate for public facilities and within the parameters of the Beryl Ivey Noise Disruption and Cell Phone Use Regulations or they will be asked to leave. Users are responsible for the study room, study room equipment and furniture while using the study room. Theft of, or damage to, the study room and/or study room equipment and/or furniture while the study room is in use is the responsibility of the user and any repair or replacement costs subsequent to theft or damage will be charged to the user.

Please report any problems with the room to Library Staff.

## Check-In

Users who have checked out the key from the Service Desk are responsible for locking the study room door and returning the key to the Service Desk. Failure to return a key on time (three hour loan) will result in a fine, assessed per hour. Failure to return a key will result in a fine and key replacement cost.

Please report any problems with the room to Library Staff.