



SUBJECT: Library

POLICY: 905.1 Group Study Rooms

RELATED PROCEDURE:

EFFECTIVE: July 2003

REVISED:

REVIEWED:

Policy

All requests for use are on a first come/first served basis.

The group study rooms are intended to be used by groups of **2 or more** students.

Reservations are encouraged.

- All reservations should be made from 1 working day to 1 week in advance. "Walk-in" use will be accommodated based on scheduled use.
- The individual who reserves the room must accept responsibility for it.
- Reservations must be made, in person, by presenting a valid Great Falls College MSU ID at the Library circulation desk. Reservation requests are limited to 1 reservation per day or 2 reservations per week.
- Group study rooms may be reserved only by registered Great Falls College MSU students. Exceptions to this rule may be requested by contacting the Great Falls College MSU Weaver Library circulation desk 1 working day in advance. Exceptions may be granted based on expected student demand and are determined on a case-by-case basis. Great Falls College MSU reserves the right to deny requests by non-students.
- Great Falls College MSU Weaver Library reserves the right to deny requests or cancel reservations when appropriate.
- Rooms can be reserved for up to 2 hours with the possibility of an additional 2 hour "renewal". Renewals are dependent upon scheduled use and may be denied.

Rooms not checked out 10 minutes after the start of the reservation period will be made available to other patrons. Failure to use reserved time may result in a denial of future reservations. Also, once you leave the study room, it is available for other students to use – your reservation is only valid as long as you occupy the room.

Do not leave unattended belongings in the study rooms. Unattended items may be removed and you may lose study room privileges. The Weaver Library assumes no responsibility for personal property left in the rooms. Any personal items found will be placed in the Library's lost and found.

Windows may not be obstructed.

Please clean up the room when you leave and report any problems to the library staff. If any damage or excessive mess is discovered after your use, you may be held responsible or lose study room privileges.