

## Harold Washington College Library

### Group Study Room Policy

When reserving a group study room you are agreeing to the rules outlined in this policy, as well as to all rules regarding student behavior and use of school property as outlined in the CCC Student Policy Manual. Failure to comply with all applicable policies may result in a temporary or permanent suspension of access to the group study rooms. Group study room reservations and use are managed at the discretion of the library staff.

- Priority use of the rooms is for groups working on course-related assignments. When possible, others school related groups will be accommodated at the discretion of library staff. Group study rooms are not intended as hang out spaces.
- Groups of 2-to-8 individuals have priority use of the rooms. Individuals may use the rooms with the understanding that should a group need a room the individual will have to forfeit their reservation.
- A “booking” is defined as one block of up to two hours per group. Individuals in a group may not make separate, back-to-back reservations for the same group that may result in one group monopolizing use of a room.
- A reserved room will be held for a group for 15 minutes from the beginning of the reservation period. If the room is not occupied after 15 minutes by at least two members of the group, the reservation will be forfeited if the room is needed.
- Someone from the group must check in with a librarian at the reference desk even if the room is unlocked.
- A room may be used for up to two hours at a time. A room may be renewed if no other groups are waiting.
- All library policies regarding food, noise, and cell phone use must be observed. Please be aware that the group study rooms are not soundproof.
- Do not leave personal belongings unattended. Library staff is not responsible for these items. If they are left to “hold” a room and others need the space, they may be removed and taken either to the circulation desk or to the security desk on the first floor.
- Furniture may not be moved in or out of the room without permission.
- Before exiting a room, group members must rearrange furniture to its original position, erase the board, and discard trash.
- For security reasons, the interior of the room must be visible. Lights should remain on in the evening when there is no natural light. Glass walls may not be covered. Doors must remain unlocked.
- Group study rooms must be vacated no less than 15 minutes before the library closes.

Note to faculty and staff: To better serve the needs of our students, the use of group study rooms is restricted to students the week before and the week of midterms and finals. Thank you for your cooperation.

Approved by the HWC Library Faculty (4/2018)