

Study Room Policy

University Libraries

Study Room Policy

The University Library Study Room Policy has been developed to provide guidelines that will ensure fair and appropriate use of the study rooms in the University Library. Priority will be given to current SBU students, faculty and staff.

I. Usage

- 1) Study rooms in the University Library will be used for research, study or activities that require use of library materials or study that relates to SBU classes.
- 2) Users of the University Library study rooms must have a current and valid SBU ID / guest patron library card for the University Library and be a patron in good standing as defined by their patron status.
- 3) Study rooms may be used by an individual or groups of 2-4 persons as defined above between the hours of 8:00 a.m. and 5:00 p.m. After 5:00 p.m. use of the study rooms will be limited to currently enrolled students at Southwest Baptist University, and priority will be given to groups of 3-4 SBU students.
- 4) Study rooms may be reserved for periods of 30 minutes to 2 hours.

II. Scheduling

- 1) Study room reservations may be scheduled by phone or in person at the Circulation/Reserve Desk.
- 2) Study room reservations may be scheduled for up to but not over a week in advance.
- 3) Study room reservations may not be reserved for a specific time for an entire semester.
- 4) Patrons should cancel their study room reservation if they cannot come so that rooms may be rescheduled.
- 5) Patrons not arriving within 15 minutes after their beginning reservation time may lose their room reservation.
- 6) Persons reserving time in the study rooms must give the names of each person in the group.
- 7) One person in the group must be responsible for checking out a key to the room and for seeing that the key is returned at the proper time.
- 8) Keys will be issued as a 2- hour reserve item and reserve fines are applicable. Persons not returning keys will be charged a \$50.00 replacement cost for the key.

III. Other Regulations

In addition to the above statements, the following regulations also apply.

- 1) Lights will remain on inside of the study room(s) when in use.
- 2) Patrons will not move furniture in and out of the study room(s). Furniture moving is the responsibility of library staff.

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- 3) All library policies for public areas of the library such as those prohibiting the consumption of food or drink or the use of tobacco products, etc. will apply to the study rooms and will be enforced.
- 4) Rooms will remain unlocked when in use and locked when not in use.
- 5) Study rooms are not soundproof. No noticeable noise should be heard outside these room(s).
- 6) Failure to comply with the University Library Study Room Policy may result in the following:
- 7) Disciplinary action may be taken.
- 8) In the event of damage to the library study room(s), the individual(s) who checks-out the key will be responsible for costs of replacement, repair or clean up of damages.