

Access the Web: Group Study and Meeting Room Policies and Procedures

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SUNY-Stony Brook

http://sunysb.edu/~library/services/group_study.html

Study rooms are available for university affiliated patrons in groups of 2-6 for up to 2 hours, though renewals are possible. A reservation may be made by calling the Library. Staff walk up with the key to open/lock the door and they continue to monitor the rooms.

Franklin Pierce Law Center Library

<http://library.piercelaw.edu/pubs/SmartNotes/studyrooms.htm>

Reservations and checkout of study room keys at Circ Desk. Groups of two or more, four hour limit. Reservations honored for ten minutes. Individuals may not reserve but may use ad hoc if not in use by group. Study room keys subject to fines.

University of Wisconsin Green Bay

<http://www.uwgb.edu/library/servies/studyrooms.html>

Different types of study rooms – open access, group project rooms with a PC, and private study rooms. No reservations, individuals can use if not needed by a group. Only library affiliates can use PC in group project rooms because must use university log in. Locations given wireless access, six with network jacks. Open access and group project rooms are first come first serve and the study rooms are assigned to individuals. Applications are available online or in the Library. The online form must be printed and submitted. Faculty and graduate students are given priority.

University of Alabama at Birmingham

<http://www.mhsl.uab.edu/circ/about.html#carrels>

Group study rooms, conference rooms, and study carrels are available. University affiliates may use the group study rooms, which are not reserveable. Keys circulate for three hours with one renewal possible. Individuals are restricted from checking out group study keys, but instead may utilize the short and long term study carrels. Short term study carrels are available to university affiliates and not reserveable, and may be used for three hours with one renewal. Long term study carrels are available for graduate students, faculty, and students with disabilities. Students are assigned carrels for the semester and faculty for the academic year. Application form available online to print. Two larger meeting rooms are available and cannot be reserved in even. These rooms are available only when other events are not scheduled for those spaces and only for groups of seven or more.

Valdosta State University

<http://www.valdosta.edu/library/about/depts/rooms.shtml>

Four hour limit, keys available at reserve desk, no reservations, two rooms with adaptive technology. Media Center handles reservations for presentation room. Two rooms reserved for

graduate students. These rooms are controlled with a numeric code entered on a key pad. Graduate students obtain the code from the Graduate School. Faculty carrels are also available and most are not assigned to individuals, but like the graduate rooms are available through a numeric security code entered on a keypad. A few rooms are available for faculty for a semester at a time, awarded on a need basis. The Committee of Library Affairs decides between contending applications. Print applications for all reservable rooms.

Michigan Technical University

http://www.lib.mtu.edu/about/policies/policy_studyroom.aspx

Itemized list rather than paragraph form. Rooms are for use by MTU students and are available in four hour increments. Individual study carrels are available, so individuals must defer to groups in the use of study rooms. While occasional faculty/staff meetings in the study rooms is allowable, regular scheduled classes or meetings are not approved uses. Students have priority in the use of study rooms and for room reservations. Reservations are available in two hour blocks with one renewal. The library director may authorize extended uses up to 8 hours. During finals and the preceeding week, renewals are prohibited.

Virginia Commonwealth University

<http://www.library.vcu.edu/services/studyroom.html>

Rooms used to be locked, but are no longer due to insufficient staffing, lost key/fine/renewal issues. The group presentation room is still locked since it has equipment. This room is reservable. Rooms not available for individuals and at least one member of the group must be a VCU affiliate. Room locations, proper use, accountability

University of Kentucky

http://www.uky.edu/Libraries/libpage.php?lweb_id=121&llib_id=14

Four hours, dry erase markers also available, no reservations, rooms locked, 20 rooms accommodate 8-10 people each, are available for UK affiliates only. Rooms are checked before keys are checked in.

Penn Library

<http://www.library.upenn.edu/facilities/groupstudy.html>

This policy provides information on the study room availability of the five libraries that are part of Penn Library. Each library is listed with its address and room use policies. The study rooms are listed in a table that identifies the area of the library each is in, the room numbers, the number of available seats, available equipment, and the contact person should more information be needed. Some libraries have links to online room scheduling. Reservation information and restrictions vary between libraries.

SUNY Oswego

<http://www.oswego.edu/library/geninfo/groupstudy.htm>

Identifies study areas and type of study which the library can and cannot support. Quiet floor, Conferece room and instruction rooms. Study halls addressed.

Fairfield University

<http://www.fairfield.edu/x7950.html>

Reservation policy lists each room, the number of people it can accommodate, and the equipment that is available in them. Not available for individuals, but groups can check them out for 2 hours. Reservations available, but only faculty may make long-term, regularly scheduled reservations.

University of Washington Bothell and Cascadia Community College

<http://library.uwb.edu/GroupStudyRooms.htm>

Description of available spaces, location, limited to affiliates, can reserve by calling. Group study rooms *must* be booked. Two media study rooms, reservations should be 12 hours in advance of use. Seminar/Event room available Lets patrons know about other UW Library study rooms, pointed out that eligible patrons, length of use, available equipment, etc. vary between libraries – links to the other library policies.