



Frank E. Gannett Library

## Group Study Room Policy

In an attempt to facilitate the unique demands of academic workgroups and to better manage noise levels in the library, 5 rooms have been designated as group study rooms. Group study rooms are available to Utica College students for academic purposes. The following are examples of group study, but do not define the extent of the possibilities: research/study partners, project teams working on a presentation, or lab groups working on assignments, etc.

**ALL rooms must be signed out at the Circulation Desk and require a valid Utica College Student ID.**

- The five study rooms can be reserved up to seven days in advance by groups of 2 or more students. When not reserved, they are available for on-demand sign-out. To reserve a group study room, call 792-3041 or stop by the Circulation Desk
1. \*Rooms may be signed out for 1, 2, or 3 hour blocks. At the end of that time, students may sign up for additional time at the discretion of library staff.  
\*The five study rooms are available for reservation to groups up to 7 days in advance.  
\*There is a 10 minute grace period for reservations. If at least two members of the group are not present within the grace period, the reservation is invalid, and another group may use the room.  
\*Regular or recurring reservations will not be made for any academic group.
  2. \*Groups of two or more have priority use and may reserve a group study room.  
\*Individual students may sign out the group study rooms, dependent on availability, but may not reserve them. Single users in a group study room may be asked to vacate a room for groups of two or more studying together.  
\*The rooms are not available to social groups, student organizations or classes.
  3. Reservations for group study rooms can be made by calling 792-3041 or by stopping by the Circulation Desk.
  4. Personal materials and library books may not be left unattended in the group study rooms for extended periods of time or overnight. For example, leaving to attend class, go to dinner, or exercise, prevents others from using the spaces as intended. Personal materials and library books left unattended will be removed. Library books that are not checked out will be returned to the stacks. White boards will be cleaned daily.
  5. Individuals using the study rooms are responsible for clearing the rooms of cans, papers, books, etc., and cleaning the white board with the supplies from kit provided when checking out the room. Please report any misuse of study rooms to the Circulation Desk.
  6. Library staff reserve the right to refuse or limit the use of the group study rooms.