

Carnegie Mellon University

Libraries

Group Study Rooms: Guidelines for Use

These guidelines are based on input from the Libraries Student Advisory Board, a focus group representative of the CM student population, and by consulting other libraries' policies and procedures.

Questions and/or suggestions regarding these guidelines can be directed to library administration.

Guidelines:

- The group study rooms exist to provide **two** or more **students** a quiet place to work on **academic** tasks. They are not to be used for regular class meetings.
- Reservations **must** be made online at <http://srrs.library.cmu.edu/>
- Rooms may be reserved up to **one week** in advance.
- **No recurring reservations** (same time, same day each week) may be scheduled.
- Daily schedule - indicating both reserved and open times - will be **printed once in the morning** & posted outside the first study room. Online reservations take precedence over those written on the paper sheet.
- In order to ensure that a room is still available, you **must check online**. If time slot is still open, you can reserve a room at that time.
- Open time slots may be used by walk-in groups - i.e. those without a prior reservation - but **walk-in groups must reserve** the room online.
- Reservations will be held for **15 minutes after** the initial reserved time. After that time, reserved rooms become available for walk-in groups. After a walk-in group reserves the room, they have the right to stay in the room - even if the initially scheduled group shows up.
- All group study rooms **must be vacated 15 minutes** before the Library's closing time.
- Rooms **must be left clean** and **in order** = all trash placed in wastebaskets and furniture returned to original location.

Revised 2/22/2017