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