

# **University of the Incarnate Word**

## **J.E. & L.E. Mabee Library**

### **Group Study Room Policy**

The following applies to using a Group Study room in the library and in the media center:

1. Unauthorized use of a Group Study room is prohibited.
2. Noise levels are to be kept to a minimum.
3. Only cold snacks and covered drinks are allowed in Group Study rooms.
4. As a condition of use, UIW students requesting the key to a room are expected to familiarize themselves with the policy regarding room use.
5. These rooms are available only to UIW students with a valid student ID.
6. Rooms are strictly limited to group use. Any other use of these rooms will result in disciplinary action. These rooms are not provided for recreational activity.
7. Group Study rooms can not be reserved ahead of time, they are available on a first-come, first-serve basis.
8. The required minimum number of users is two, not to exceed the maximum capacity allowed for each room.
9. Rooms are circulated for two hours. A renewal may be requested if no one else is waiting for a room.
10. Rooms are to be kept clean.
11. The student whose ID card was used to check out the key is solely responsible for returning the key on time. An hourly fine will assessed when the rooms becomes overdue.
12. The keys to all Group Study rooms are due back to the Circulation Desk 15 minutes before the library or media center closes.

This policy is subject to change without notice.