



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	GROUP STUDY ROOMS
PURPOSE:	To provide Group Study Rooms for use by <i>Laney Students Only</i> .		
PROCEDURE:	<p>Group Study Rooms are available for use by <i>Laney Students Only</i>. Students sign up for Group Study Rooms at the LOAN DESK for a maximum of 2 hours. Phone reservations are not honored. Students may reserve a room for one or two days but not for a week, month or semester at one time.</p> <ul style="list-style-type: none"> • Student(s) must sign up at the Loan Desk first to use the study rooms. • Student(s) must present a valid student ID when signing up for a study room. • Study Rooms are for two hours maximum use per person/per study group, per day. • If a group or person is more than 15 minutes late for their assigned study room time, that time and study room may be reassigned to another student/group. • Preference is given to groups; an individual may be bumped out of a study room to accommodate a group. • Student(s) may sign up for no more than two consecutive days a week. • Obscene or disruptive behavior of any kind is prohibited and may result in expulsion from the study room. • Study room doors must remain unlocked at all times. • Study room windows must remain clear/uncovered at all times. • Eating is not allowed in the study rooms. • Study rooms close at six o'clock. 		



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DEPARTMENT: Library Services		TITLE: GROUP STUDY ROOMS	
KEY WORDS			
DEFINITIONS AND ABBREVIATIONS			
RESOURCES			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			