

SOP Number: Previous SOP:

Page 1 of 2

532.11

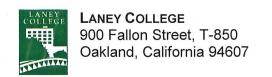
STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	GROUP STUDY ROOMS	
PURPOSE:	•			
To provide Group Study Rooms for use by Laney Students Only.				
			*	

PROCEDURE:

Group Study Rooms are available for use by *Laney Students Only*. 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.

- 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 my 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.



SOP Number: Previous SOP: Page 2 of 2

STANDARD OPERATING PROCEDURE

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:	"			