

Group Study Rooms Guidelines for Use

These guidelines will be self-regulated by students. They are based on input from the Libraries Student Advisory Board, from a focus group representative of the Carnegie Mellon student population, and by consulting other libraries' policies and procedures.

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.

Students will sign up to use the rooms at the circulation desks. A Carnegie Mellon ID card will be presented to circulation staff at the time of sign up.

Rooms may be reserved up to one week in advance.

No recurring reservations (same time, same day each week) may be scheduled.

Students must come in person to the library to sign up for a room.

Sign up schedules indicating scheduled and free time will be posted on the doors of each room in the morning.

Unscheduled time may be used for walk-ups (groups without a prior reservation). Walk-ups must still sign the schedule posted on the door.

No shows—Reservations will be held for 15 minutes after which the reserved room becomes available for walk-ups.

The group study rooms must be vacated 15 minutes before the Library's closing.

Rooms will be left clean with any trash placed in wastebaskets and furniture in its intended place.