



FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy# Library 1.403

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**Library Study Room Policy**

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Authority:	Chancellor's Approval	Effective Date:	04/20/2020
		Last Revision:	04/20/2020

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**PURPOSE:**

The Library Study Room Policy outlines the guidelines for the usage of the library study rooms.

**POLICY STATEMENT:**

Pedestal Bank Library is committed to providing an environment that is conducive to study and welcoming to all users. To this end, we have developed this policy regarding the use of the group study rooms. Library policies and standards of conduct apply to any users of the study rooms.

**POLICY/PROCEDURE:**

**Purpose**

- The study rooms of the Library are provided to give students a site for collaborative or individual study and research.
- Study rooms are available for users of one to eight (1–8) individuals for educational purposes.
- The rooms are not to be used to buy, sell, advertise or trade products or services, nor are they to be used for political, religious or personal use that is not directly class-related.
- The room policies are designed to provide fair access to students.

**Eligibility**

- The study rooms are provided for Fletcher students.
- Fletcher students reserving a room must bring a valid College I.D. card or provide a valid student ID number. The individual reserving a room is responsible for that room during the requested time.
- Usage may be granted by users who are not current Fletcher students at the discretion of the Director of Library Services.

**General Usage and Limits**

- Use of the rooms is limited to two-hour time periods and users must check in at the circulation desk.
- If a room is left unattended, the library reserves the right to open the room for other users.

- Library users are responsible for their personal belongings. Items left unattended by a user cannot be watched by library staff.
- If leaving prior to the scheduled time, users should notify the staff at the circulation desk so the room can be cleared for other users.
- The number of people using a room is limited to the number of available chairs, and no added furniture may be brought in. Users may not trade rooms or times without coordination with the library circulation desk.
- Whiteboard erasers and markers are available for check-out at the Circulation Desk.

### **Reservations**

- Rooms may be reserved in advance, but cannot be reserved for the same time every week.
- Reservations may be placed in the library or online.
- Users having a reservation are required to check in as described above in General Usage and Limits.
- Study rooms will only be held for fifteen (15) minutes past reservation time.
- A reservation is forfeited if users do not arrive and claim the reservation at the reference desk within fifteen minutes of the scheduled time.

### **Renewals**

- After the initial two hours of usage, users may return to the circulation desk and request an extension for an additional two-hour block. This request must be made immediately at the end of the first two hours. If no other users need to use the room, the prior users may stay, but may be asked to vacate if other users request the room and no other rooms are available.
- With groups, no other member of the same group can reserve the room for additional sequential blocks of time for that same day without approval by library staff.

### **Behavior**

- While these rooms are provided for users' study, they are not sound-proof and there is still a need to maintain a reasonably quiet environment in the library. Excessive noise by users may result in that users being asked to leave.
- Windows may not be obstructed, doors must be accessible, and the lights must remain on at all times.
- The library is not responsible for limited access to the internet or any WIFI outages.
- Drinks should be in containers with lids. Food is limited to items that are small and contained (a bag of chips, for example) and not disruptive to other patrons. Any food items allowed on Fletcher property but not inside the library can be consumed at the tables outside the library. All trash should be disposed of properly.
- Repeated misuse of the study rooms may result in usage being denied or disciplinary action taken.

### **Reference:**

**Distribution:** Distributed Electronically via College's Internet.

### **APPROVAL:**

Reviewing Council/Entity	Approval Date
Other (if applicable)	00/00/0000
College Council	04/20/2020
Executive Cabinet	00/00/0000



[Kristine Strickland \(Apr 14, 2021 16:28 CDT\)](#)

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Kristine Strickland, Ph.D.  
Chancellor

Apr 14, 2021

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Date





# Library 1.403

Final Audit Report

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