

CWSL Library 290 Building Study Room Rules and Policies

RESERVATIONS REQUIRE:

- ✓ A group of two or more **current** CWSL students, CWSL bar study graduates, **or** 1 or more CWSL students **viewing course related video/DVD** on study room equipment.
- ✓ A reservation, **in-person**, on the **same day** of room usage.
- ✓ A reserved time limit of **two-hours** per **group/viewer per day**.

RULES/POLICIES FOR THE USE & RESERVATION OF THE ROOMS:

- Study room **use is exclusively** for current **CWSL** students and graduates.
- **Who may reserve:**
 - **Groups** of two or more **currently enrolled CWSL students**
 - **Groups** of two or more **CWSL bar study graduates**
 - **One or more** CWSL students/bar studiers **viewing course related video/DVD on room equipment.** (Individuals may only reserve a study room for course video viewing purposes.)
- Each group/viewer may reserve for a **maximum of two hours per day**. Groups/viewers may **use** the room beyond this two hour period, but must **yield** the room to those with a valid reservation.
- Individual CWSL students/graduate bar studiers may **use** the rooms if otherwise unoccupied, but must **yield** the room to groups with a **valid reservation**.
- **Reservations must be made in person, on the same day as the room use**, at the Circulation/Reserve desk. The reservation notebook is available beginning at 7a.m. Monday-Friday, and 8 a.m. on weekends. Phone call reservations are not accepted.
- **During reading/exam days** the notebook must be requested from the Circulation desk staff.
- A room **reservation expires fifteen minutes** after the beginning of the time requested. After this time, if the reserving party has not arrived, the room may be reserved by others.
- **Belongings left unattended** in an unreserved room or after the reservation period are subject to removal by staff.
- **Eating and any use of tobacco products** are not permitted anywhere in the Library. Non-alcoholic drinks are permissible only if in covered containers.
- **Noise** must be kept to a minimum, and all trash placed in trash/recycling bins.
- **Courtesy and civility** in the use and yielding of the rooms to others is required.



Please contact a Reference Librarian with any questions or issues that arise regarding study rooms.

STUDY ROOM FEATURES:

290 Building Study Rooms: There are eight study rooms on the third and fourth floors of the 290 Library. Four of these rooms are equipped for DVD/video viewing.

350 Building Study Rooms: Additional study rooms (not under Library management) are available in the 350 building. **Reservation sheets for these rooms are located at the Security station on the first floor of the 350 building lobby.**