

Group Study Room Use Policy

Your presence in this room indicates your agreement to abide by the following use guidelines! These guidelines are intended to ensure fair and equitable access to group study spaces.

- Group study rooms may be reserved and used by current SCC students, faculty, and staff **only**.
- These rooms are designated for group collaboration (3 or more), not individual study. While individuals may use a room ***if it is not scheduled***, please be gracious about surrendering the space if requested by a group.
- Room reservations can be made up to one week in advance.
- Reservations should be made for at least 1 hour and no more than 2 hours.
- **Back to back reservations are not permitted.**
- Groups that have reserved a room have priority over groups that have not.
- Groups that don't show up within ten minutes of their reserved start time will forfeit the reservation.
- Priority for presentation and media viewing & listening rooms will be given to groups using the rooms/technology for their intended purpose.
- The white boards and dry erase walls in the group study rooms are for your use, but we ask that you use the provided black dry-erase markers only, and erase your work before you vacate the room. Markers and erasers are provided in the rooms. Please let library staff know if supplies are low or missing.
- Groups should be cognizant of their noise level and be sure to not disturb neighbors.
- Do not leave your valuables unattended in the group study rooms at any time.
- Use of computers and Internet resources in these rooms must follow all appropriate College policies
- Violators of these group study policies may be asked to leave the room and could be banned from using them in the future.
- For a trial basis, food and drink is currently permitted. However, users should clean up after themselves. – This allowance will be evaluated and will be dropped if problems occur.

This policy about use of the collaborative rooms is subject to change based on experience and need. Please send your comments about this policy or suggestions for improvement of the group study rooms to jordanp@sccsc.edu