

## **GROUP STUDY ROOMS POLICY**

Group Study Rooms are available only for study purposes.

At least two BCC IDs valid for the current semester are required to request a Group Study Room.

BCC students and faculty may “check out” group study rooms on a first come, first served basis.

Visitors with a valid government issued photo ID must be accompanied by at least one BCC student with a BCC ID valid for the current semester.

Food and drinks are prohibited in Group Study Rooms.

Sound from an occupied Group Study Room should not be able to be heard outside.

Group Study Rooms must never be left unattended. If the door of the room does not lock when departing, notify the New Media desk personnel so you will not be held responsible for potential damages after you leave.

Unattended personal items left in room may be taken to BCC Public Safety. The Library and its staff are not responsible for the loss or theft of personal property.

Upon vacating a Group Study Room, it should be left in the same if not better condition as when you entered.

*Library staff may limit or refuse access to individuals or groups that fail to comply with this policy.*

## **PROCEDURES**

To request a small Group Study Room, students need a minimum of 2 users with valid IDs presented to staff at the New Media desk. Faculty need only show their own ID valid for the current semester.

To request a large Group Study Room, students need a minimum of 7 users all with valid IDs present. Faculty need only show their own ID valid for the current semester.

Your group may be able to extend this limit during times of low demand by asking at the Information Desk at the end of your initial reservation.

Group Study Rooms may be reserved up to 7 days in advance, for a maximum of 3 hours per day. Reservations may be made in person with the appropriate number of valid IDs as described above. Reservations will not be taken during Mid-term and Finals extended hours periods.

Faculty wishing to bring classes to the Library for course-related Library Instruction and student hands-on research sessions are referred to the BCC Library's "Library Instruction Classroom – Use Policy," to make arrangements.

There is a 15 minute grace period on reservations. If the group is not present within the grace period, the reservation is invalidated and the room may be assigned to another group.

Group Study Rooms should be vacated 15 minutes before the official closing time of the Library.