

GROUP STUDY ROOMS

Policies:

1. Maximum one (1) hour forty-five (45) minutes reservation.
2. Reservations limited to currently-enrolled Faculty of Law students and faculty.
3. Intended for groups, (defined as three to eight users actively using the room). Single-user reservations not valid.
4. Students with reservations must occupy the room within the first half-hour of the reservation period or the reservation is forfeited, and the room becomes available for others, on a first come, first served basis for the remainder of the reservation period.
5. All rooms available on first come, first served basis when not reserved.
6. Users must present a valid ID and sign for the key and materials before using the rooms. These must be returned to the circulation desk at the end of the Reservation period.
7. Users must vacate the room when requested by Staff or other Users with a valid reservation.
8. Users are responsible for personal property. Don't leave items unattended. The Faculty of Law Library is not liable for loss/damage to personal property.
9. Library materials checked out to your account should be treated as personal belongings. You can be assessed overdue/replacement fees for lost/stolen material.
10. Maintain a moderate noise level that doesn't disturb others in adjoining rooms or outside the rooms. Rooms are not soundproof.
11. Clean up after yourselves and leave the room in good condition for the next users, including erasing the whiteboard and disposing of trash.
12. Reservations must end *30 minutes* before building closing time.
13. Study rooms are not intended to provide privacy. Library staff may enter the rooms as needed for security, maintenance, or other reasons.
14. Users who have lost the key to the room will be assessed a *fine of \$15.00*.
15. Destruction, damage or defacement of property within the room, such as writing on the walls, malicious damage to the equipment, will be considered an Act of Vandalism and will invoke disciplinary proceedings.
16. Students/Study Groups may not book the Study Rooms twice consecutively.
17. Study Groups who have extended their time, may not use the Study Rooms for more than four (4) hours consecutively.
18. Bookings of Study Rooms are to begin on the Hour, (e.g. 1:00pm).
19. Study Groups must present at least three (3) group members at the Issue Desk when starting their session.
20. A list of ALL Study Group members FULL NAMES must be presented to the Issue Desk Staff before that group session begins.
21. Study Rooms should not be left open/unattended.
22. The Student who booked the Study Room must come to the Issue Desk for possible renewal or extension of their Study Group sessions before the maximum one (1) hour forty-five (45) minute time limit has expired.
23. Maximum Study Groups are eight (8) persons per study room.