

# University of the Incarnate Word J.E. & L.E. Mabee Library Group Study Room Policy

- As a condition of use, UIW students requesting the key to a Group Study room are expected to familiarize themselves with the policy regarding room use.
- Group Study rooms are available only to UIW students with a valid student ID. Room access is provided via a key checked out from the Library's Circulation Desk.
- Noise levels are to be kept to a minimum.
- Only cold snacks and covered non-alcoholic beverages are allowed in Study rooms.
- Smoking and/or vaping is not allowed.
- Rooms are strictly limited to activities supporting collaborative study. Any other use of these rooms will result in disciplinary action. These rooms are not provided for recreational activity.
- Group Study rooms can not be reserved ahead of time, they are available on a first-come, first-serve basis.
- The required minimum number of users is two, not to exceed the maximum capacity allowed for each room.
- Rooms are circulated for two hours. A renewal may be requested if no one else is waiting for a room. Failure to return the room key on or before the due time will result in a fine.
- Rooms are to be kept clean. Please report any problems with the condition of the room to the Circulation Desk as soon as a problem is discovered.
- The student whose ID card was used to check out the key is solely responsible for returning the key on time and for the condition of the room. An hourly fine will be assessed when the room becomes overdue. Unauthorized or inappropriate room use will be reported to the Office of Student Affairs.
- The keys to all Group Study rooms are due back to the Circulation Desk 15 minutes before the library closes.