LIBRARY STUDY ROOM

PROCEDURE

Policy Title: Library Group Study Room Procedure
Responsible Department: Library
Date Approved: November 30, 2010
Updated: August 27, 2018

Availability
Library group study rooms are available on a first come, first serve basis. Alamo Colleges have priority for use of study rooms. All study rooms will remain locked when not in use.

Requirements
Alamo Colleges students may check out a study room for up to 2 hours. All study rooms must be vacated 15 prior to library closing time.

No food or uncovered drinks are allowed in the study rooms.

Checking Out Study Rooms
All study rooms must be requested at the circulation desk. A current Alamo Colleges ID is required for room usage. A key will be checked out to patron.

No time extensions allowed, however, if the room is not needed past the check-out time, the student/group will be allowed to remain in the room until the room is needed. No late fees will be assessed.

Disciplinary Action
Any inappropriate/disruptive behavior in the study rooms will result in the ejection of the student(s) from the study room.

Usage Statistics
Usage statistics will be maintained by Access Services LMS.

Study Room Guidelines
Rooms are for individual/group study or course-related work only. Alamo Colleges District students have priority use of the study rooms. Only covered drinks and small snacks (chips, candy, cookies) are allowed. Please recycle and dispose of trash properly. Personal belongings should not be left unattended. For your protection, surveillance cameras are in use.