

## Study Room Policy

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**Purpose:** Study rooms are for currently enrolled IU Kokomo students or IU Kokomo faculty. Faculty may only reserve a study room for use when a group of students will be present. Study rooms are for independent or small group study, but not for official meetings or scheduled instructional activities.

**Facilities:** Three large study rooms, Main level: Rooms 120, 124, and 130. The large study rooms may be reserved for 2-10 individuals. Four small study rooms, second floor: Rooms 220, 222, 224, and 226. The small study rooms may be reserved for 1-6 individuals. Faculty may use Study Rooms 130 and 220.

**Hours:** The study rooms are available from opening of the Library until 15 minutes before closing.

**Scheduling:** Sign-up sheets are available at the Circulation Desk for reserving study rooms. Users must be present at the Circulation Desk to sign-up for a room. No phone reservations are allowed. Study rooms may be reserved up to one week in advance for a 2 hour period. Users are encouraged to sign up in advance to ensure room availability. The rooms are reserved on a first come, first served basis. To allow all users equal access to study rooms, reserving of rooms for more than one 2 hour period is not allowed. Renewals are allowed as long as the next available timeslot is open.

**Check-Out:**

Users who have reserved a study room must check out the study room key at the Circulation Desk. Study room keys are checked out for 2 hours. Students must present their IU Kokomo student ID card to check out the study room key. Faculty must present their active library card to check out the study room key.

**Study room reservations will be forfeited if the individual has not checked out the key within 10 minutes of the reserved timeslot.**

**Room use:** Computers are available in each study room. A TV-VCR unit is available in the large study rooms located on the first floor and in Study Rooms 220 and 222 located on the second floor. Users are welcome to have food and drink as defined in the Library Food and Drink Policy. Smoking and smokeless tobacco products may not be used in the Library. Please prepare the room for the next user (e.g. place trash in the waste basket, erase the black board if used, turn off the lights, and lock the door). Users are expected to conduct themselves in a manner appropriate for public facilities or they will be asked to leave. Faculty may not use the study rooms for office hours or paper grading. Faculty may only reserve a study room for use when a group of students will be present.

**Check-In:**

Users who have checked out the key from the Circulation Desk are responsible for locking the study room door and returning the key to the Circulation Desk. Failure to return a key on time (two hour loan) will result in a fine. Failure to return a key will result in a fine and key replacement cost. Please report the number of individuals who used the room at the Circulation Desk.

**Please report any problems with the room at the Circulation Desk.**

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