

## Use Policy for Student Study Rooms

1. Rooms are for use by Michigan Tech students for studying and may be used on a first-come, first-served basis for up to four hours.
2. Individuals may use an empty un-reserved room, but must give it up if requested by a group.
3. Approved ancillary uses of the Student Study Rooms are occasional faculty/staff meetings. Rooms are not to be used for regularly scheduled classes or regularly scheduled meetings. Students will be given priority for use of rooms and for room reservations.
4. Rooms may be reserved in up to two 2-hour blocks and may be renewed once if the room is not booked by a different user. With authorization of the Library Director or designee, a room may be reserved for up to 8 hours. During finals week and the weekend preceding finals week, no renewals are allowed.
5. Rooms are reserved in the order in which the requests are received.
6. Rooms may be booked up to one month in advance. An individual may not have more than 5 pending bookings at one time. Only one booking per day per person is allowed.
7. A valid MTU identification card is required to reserve the rooms.
8. The Library reserves the right to reassign or cancel reservations to assure the maximum and most appropriate utilization of its space.
9. Names of individuals who have checked out Student Study Rooms will not be divulged.
10. The following activities are not allowed in the Student Study Rooms; painting, practicing music, partying, using tobacco, holding office hours, classes, or activities that are disruptive to others.
11. Behaviors that will result in expulsion from a Student Study Room include, but are not limited to:
  - Disruptive behavior
  - Threatening behavior
  - Vandalism
  - Failure to adhere to the Library's food, drink, and tobacco policy.