



## **Study Room Policy**

The two second floor study rooms (Woods Room and Patton Room) are available for use during regular library hours. Each room may be used by a maximum of five people at a time.

When there are no reservations, the rooms can be used on a first come-first served basis for up to 2 hours. Sign-in is required to guarantee patrons their 2 hours of allotted time. Use of the room may be extended if no one is waiting.

A room may be reserved no more than one week in advance in two-hour blocks of time. A person or group using the study room may reserve it immediately after the end of their session for the same time period the next week, if it has not yet been reserved. Missed reservations without prior notification may result in cancellation of the privilege of future reserving of the study rooms. Reservations will be held for up to 10 minutes past the scheduled start time.

Supersedes Tutoring Policy of September 23, 1997

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February 19, 2008

May 19, 2009

July 19, 2016