

## **GROUP STUDY ROOM RESERVATION PROCEDURE**

Pursuant to the Law Student Handbook § Six IV(C):

Group study rooms are for the sole use of law students. All others will be asked to vacate the group study room. Group study rooms are intended for collaborative work between two or more law students. Individual law students may use an available group study room but, will be asked to study elsewhere if a group needs to use the room. No personal items may be left in the group study rooms.

All personal items left on a large study table in group study room will be collected and will be available for retrieval at the circulation desk of the law library.

For more information about spaces available for reservation in the library, call (434) 592-5350; email [lawcirc@liberty.edu](mailto:lawcirc@liberty.edu) or visit the circulation desk during hours of operation.

The following procedures have been put in place for efficient use of these study rooms:

### **Reservations**

- Students may reserve a room up to four consecutive hours per day, up to one week in advance. Rooms can be renewed when available, but not sooner than 15 minutes before the end of the ongoing reservation.
- Reservations may be made at the circulation desk or online at [www.liberty.edu/25live](http://www.liberty.edu/25live) only during circulation desk hours of operation.
- For larger rooms, reserving groups must consist of two or more people and must not exceed the maximum posted capacity of the room.
- Reservations should be made at least 30 minutes in advance of need. Events may begin 30 minutes after the library opening and must conclude 30 minutes before library closing.
- Requests to accommodate recurring events in the library will be considered on an individual basis. For permission contact the circulation desk supervisor.
- Rooms may be re-assigned if needed at the discretion of the library staff.

### **Regulations**

- Reserved rooms not occupied by members of the reserving group within 30 minutes after the reservation period begins will be forfeited and open for use by others.
- If a study room is reserved but not actively in use and there is a pending request, belongings may be left up to 45 minutes before items will be removed to circulation desk and initial reservation forfeited.

- Rooms not previously reserved or reserved rooms which have passed the initial 30-minute grace period will be available first-come, first-served.
- In consideration of others, please notify the circulation desk when vacating the study room early or if needing to cancel a reservation.
- Rooms cannot be reserved or held by placing personal belongings in them. Unattended items will be removed to the Lost and Found located at the circulation desk
- Special requests for media equipment not already available in the room must be made through the circulation desk. Flat-panel display is available upon request.
- The School of Law Handbook code of conduct rules must be followed. Windows should never be covered and doors should not be locked. No lighted candles or space heaters are permitted anywhere in the library.
- Before leaving a room, writable walls must be cleaned, furniture placed back in its original position, and all trash placed in a trash can. Rooms must be left in good condition, the way they are found.
- The Law School Food & Drink Policy applies to all library study rooms

**This procedure is subject to change at any time.** Failure to comply with group study room procedures will result in a loss of privileges. Library employees will maintain an appropriate environment in these rooms and procedures will be enforced at their discretion.