

## Group Study Rooms Reservation Policy

### Regular Study Rooms

All TAMIU undergraduate, ECHS, Stem Academy, FOSS, and HB1 students will have the opportunity to reserve or request a group study room for groups of 2 or more students (with a maximum of 6) in any of the available 24 rooms on the 3<sup>rd</sup> and 4<sup>th</sup> floors. The rooms are available to **GROUPS ONLY**. Individuals who are TAMIU Graduate, PhD students, Faculty, Staff, or Alumni (with Alumni card), may request a room as a walk-up, if it is not a peak or high demand time, however, advanced reservations cannot be accepted. **All rooms are for academic use by TAMIU affiliates ONLY.**

**\*\*ALL INDIVIDUALS USING A ROOM MUST PROVIDE ID AT THE CIRCULATION DESK AT THE TIME OF RESERVATION OR BEFORE JOINING THEIR GROUP IN A ROOM\*\***

**\*\*ALL KEYS MUST BE RETURNED AND ROOMS VACATED 30 MINUTES BEFORE CLOSING TIME\*\***

- Reservations can be made for group study rooms 1 day in advance with Circulation Staff at the “Reservation Station” at the Circulation Desk.
- Reservations will **expire after 15 minutes** if no one from the group claims the room.
- Walk-ups are welcome on a first-come, first-served basis.
- Groups of 2 or more students can reserve or request a room for **2 hours** at a time and may stay longer, with room renewal, **if** there is no reservation immediately following the time that they have the room.
- Students from the same group may not make back-to-back reservations of **any** room in an effort to monopolize available rooms and keep other groups waiting.
- At least 2 TAMIU students from a group **MUST** be present to reserve or request a room.
- **No more than 6 students may be in a room at any time.** Please do not move additional furniture into study rooms.
- A key to an available room will be given in exchange for valid TAMIU IDs of all group members.
- The lights must remain on in the rooms while they are in use.
- Greasy or smelly foods are not allowed in study rooms or other library spaces (see “Food & Drink Policy” posted in every room and around the library).
- Patrons are responsible for vacating rooms and returning keys at the designated time due.

### D.D. Hachar Honors Students & University Honors Students Study Rooms—Rooms 315 E & 315 F

As per the Provost and the Director of the Honors Program, 2 study rooms on the 3<sup>rd</sup> floor has been designated for students in the D.D. Hachar Honors program and the University Honors Program. These rooms are clearly marked on the door.

- All rules stated above apply to these rooms, with the following exceptions:
  - Students in these programs must self-identify.
  - For these 2 rooms **ONLY**, individuals may reserve and/or request the rooms at any time.

### Media Room #404

- This room is limited to undergraduate, graduate & PhD students with valid TAMIU ID. All of the above rules apply to this room as well.
- Students are responsible for all equipment in the room and will be held liable for any damages including but not limited to: cables, TV monitor, outlets/jacks.
- Any cables borrowed for use in the room must be returned, along with the key, at Circulation when the reservation has expired.

#### \*Additional Information\*

During peak and high demand periods of operation ***CURRENT STUDENTS ALWAYS HAVE PRIORITY*** over other affiliated groups and we **cannot** take advanced reservations due to the student demand. Room extensions **cannot** be granted during these times either. This will ensure that everyone has equal access to available rooms.

- Patrons will be asked to vacate a room if another group is waiting, or if inappropriate or unethical behavior, loud noise, unacceptable food items, etc., are exhibited.
- Patrons will be denied extensions for violations of the above policies and otherwise inappropriate or unethical behavior, loud noise, unacceptable food items, or noncompliance with staff requests are exhibited.
- **The Library reserves the right to limit future study room use, remove users, and follow up with appropriate University authorities if the system is abused, policies are violated, or staff requests are not followed.**
- **Library staff monitor study rooms to help ensure the safety of all patrons and may enter rooms when in use.**
- If a key is not returned within **24 hours**, the key will be considered lost and the primary person whose ID was left at the Circulation Desk will be responsible for the replacement cost of **\$15.00**. This fee includes replacement of the key and the lock core.
- Patrons with unpaid study room fees will not be allowed to use rooms until such debts are paid.