

SUBJECT:	POLICY NO. 1.003	PAGE NO. 1 of 1
GROUP STUDY ROOMS	APPROVED BY: Coordinators Council – 9/24/99 Library Governance Group – 9/30/99	
	Proposed revisions in bold – 3/30/01	

The Andruss Library includes 17 Group Study Rooms to facilitate collaborative learning **and viewing of videos that have been placed on reserve and require viewing within the Library**. Depending on which Group Study is involved, these enclosed spaces are designed to accommodate between 6 and 12 people. Most of them are (or will be) equipped with a computer, a television, a VCR, and a writing board. A supply of dry markers and erasers for the writing boards is kept at the Reference Desk. Library patrons borrowing them are asked to leave an ID that is returned when the marker(s) and eraser are returned.

Groups of students **needing** to work collectively on a project **or any student(s) needing to view a video on Reserve** have priority access to Group Study Rooms on a “first-come-first-served” basis. Should any Group Study be occupied by a single individual person **not viewing a Reserve video** and no other Group Study be available for a group to use **to work collectively on a project or for an individual or group to view a Reserve video**, the Reference Librarian on duty, if asked, is responsible for asking that the individual relocate. If no Reference Librarian is on duty, responsibility for this rests with the Supervisor of the Access Services Desk.

On occasion, a professor of a small class or a faculty committee may request to have reserved access to one of the Group Studies for several hours on one or two days. Such requests should be submitted to the Library Office and are considered on a case-by-case basis. If it is determined that such a request can be accommodated, a note indicating the date and time for which it is reserved is tacked to the small cork panel adjacent to the door. Forms for this are kept in the front left-hand drawer of the Reference Desk.

Group Study rooms 207 and 208 are separated by a folding wall that permits the creation of a larger space that can accommodate 18-20 students. If the Classroom is already scheduled, this expanded space is used by the Reference Librarians for library instruction. Because these rooms could be reserved for Library instruction, requests from individuals other than Reference Librarians to reserve this area should be submitted to the Coordinator of Reference Services. A clipboard with a room reservation form for Rooms 207-208 is kept at the Reference Desk.