

Group Study Room Policy and Reservation Form

Please read the entire policy document below before going to the link at the end to make your reservation for the Group Study Room.

Overview

McFarlin Library provides one Group Study Room for use by current TU students. This room is located on the 3rd floor of the library, next to the Helen N. Wallace Writing Center, at the east end of the building. It contains a large conference table, comfortable chairs, a large whiteboard, and power and data outlets for a laptop (there is also wireless connectivity throughout the building). The key to the study room may be checked out at the Circulation Desk on the Plaza Level of the library. At least two (2) members of the study group must be present at the time of check-out. While the key to the room is checked out to only one of the group's members, both students must present valid TU IDs in order to obtain the key. Policy and procedure specifics for use of the group study room are as follows:

Eligibility

- The Group Study Room in McFarlin Library is primarily for the use of student study groups, and those groups will receive first priority in reserving the room. All other uses must be approved by the Dean of the Library.
- A study group is defined as two (2) or more students occupying and actively using a room for group study. Groups may have a maximum of eight (8) members.
- The Group Study Room is not intended for use by scheduled classes.

Group Study Room Availability

- The Group Study Room is available during regular library hours when classes are in session. The library's schedule can be found at <http://www.utulsa.edu/libraries/mcfarlin/hours.aspx>.
- See "**Checkout**" section below for rules related to vacating the study room prior to library closing.
- The Group Study Room is not available during "extended hours" of final exam week, when some study areas in the library are open 24/7. Regular library hours as noted above still apply to availability of the study room.

Booking the Group Study Room

- The study room can be reserved for a period of **three (3)** hours at a time, with an option for **two (2)** additional hours if the room is still available at the end of the reserved time.
- The study room can be reserved up to **three (3)** days in advance.
- Reservations must be received no later than 4:00pm on the day before the room is being requested.
- Reservation requests for weekend use must be received no later than 4:00pm on the Friday of that week.
- To reserve the study room, read this policy document entirely, and then click on the link at the bottom of this page to go to the Group Study Reservation Form. Fill out the web form and click “Send” to submit the request. A confirming email, with a four-digit confirmation number, will be sent to the student booking the room, within twenty-four hours of making the request (except for weekends and holidays).

Checkout

- Groups must check out the key from the Circulation Desk in order to gain access to the room.
- There is a 15-minute “grace period” for all room reservations. Your reservation will be cancelled if the room key is not checked out within 15 minutes of your scheduled reservation start time.
- At least two (2) members of the group must be present at the time of check-out and show their valid TU ID Cards at the time of checkout.
- One member of the group will be responsible for checking out the key to the group study room.
- Library staff will not hold checked out keys for groups who are not actively occupying the study room.
- A group not actively using the study room must relinquish the room and check in the key at the Circulation Desk.
- The study room key is for in-library use only and must not be removed from the premises.
- Groups must be prepared to vacate the rooms at the conclusion of the check-out period.
- The study room must be vacated and the key returned to the Circulation Desk one hour before closing. No exceptions.

Fees

- A non-refundable \$50 replacement fee will be charged for a lost key. The group member on whose card the key is charged accepts full responsibility for the key and for the replacement fee and any applicable late fees. Late fees will begin to

accrue 15 minutes after the scheduled time to return the room key, at a rate of \$2.00 per every quarter hour (15 minutes).

User Responsibilities

- Group study room users are bound to the same house rules as other library users. The *no food* policy applies to the study room just as it does to the rest of the library.
- Study room users must contain noise so as not to disturb other library users. While the study room is enclosed, it is not completely soundproof.
- The following activities are not allowed in the study room: painting, practicing music, eating, partying, club meetings, using tobacco, holding office hours, conducting recruitment sessions, or any activities that are disruptive to others.
- Study room users must clean up after themselves, clearing the table and cleaning the whiteboard, and removing trash when exiting the room.
- The windows, including the door window, of the study room may not be covered in any way.
- Furniture may not be moved into or out of the study room.
- Study groups found to be in violation of library policy risk either temporary or permanent loss of their group study check-out privileges. Behaviors that will result in expulsion from a room include but are not limited to:
 - Disruptive behavior;
 - Threatening behavior;
 - Vandalism (including writing on walls and windows);
 - Failure to adhere to library policies governing food and drink.
- The key-holder assumes responsibility for locking the door to the group study upon exit and for reporting any problems discovered with the room (graffiti, damage to furniture, spills, inoperative or damaged equipment, etc.).

Library Rights/Responsibilities

- The library reserves the right to recall a checked out room at any time.
- The library reserves the right to deny group study room check-out to any users/groups found in violation of group study room and/or library policy.
- The library is not responsible for personal belongings left in a group study room.

To reserve the Group Study Room, click here:

<http://orgs.utulsa.edu/frc/fac/mcfarlin/res-group>