

FIRST COME, FIRST SERVED INDIVIDUAL STUDY ROOM POLICY

Purpose of the Rooms

- First Come, First Served Individual Study Rooms in Bird Library are available to current SU and ESF affiliated students only.
- Rooms may only be used by individuals and are intended for academic purposes. They may not be used by groups, or for recreational or social purposes.
- Some rooms are equipped with a whiteboard; markers, erasers and a cleaning spray may be borrowed from the Library's Check Out desk.
- Appropriate uses of rooms include participating in an online class and individual study.

Availability and Checkout

- First Come, First Served Individual Study Rooms may be checked out only once per day for a maximum of 3 consecutive hours.
- Rooms are checked out on a first come, first served basis at the Bird Check Out desk.
- If a person has a block on their Libraries' account, they will not be able to checkout or use a study room.

User's Responsibilities

- User must sanitize their work area and surfaces using the wipes provided in the Library when they enter the room and before they leave.
- Rooms are available when the Library is open. Keys must be returned 15 minutes prior to the closing of the Library.
- There is a 25 cent-per-minute fine for the late return of keys and there is no grace period.
- If the key is lost, a \$60 replacement fee, plus a \$15 processing fee will be charged to the user's account.
- Room doors lock automatically. Users should take the key with them anytime they leave the room.
- Immediately report any problems or issues with the room or equipment to the Library's Check Out desk. User may be held responsible for damages if issues are not reported immediately.
- The walls are not soundproof. Please be respectful of those working nearby and keep your voice and sound to a low volume.
- Remove all trash and recycling when you leave.
- The room should be returned in the same condition it was loaned. Users will be held responsible, and charged, for all damages, loss, and vandalism. **Such charges will be added to the student's bursar account.**

General Room Policies

- Individuals must vacate the room promptly at the end of their scheduled time to allow the Libraries to maximize outside airflow between uses, ensuring clean and safe air quality for each use.
- Each room is cleaned nightly by custodial staff.

First-Come, First-Serve Individual Study Room Policy

- The Library is not responsible for damage to, or loss of, any personal property or other items left in the room.
- Items left in room will be taken to the Library's Lost and Found on the first floor Security Office in Bird Library.
- All Libraries' policies apply to the First-Come, First-Serve Individual Study Rooms.
- The Libraries reserve the right to revoke privileges for those individuals who do not use the space according to policies and the requirements stated above.