

RESERVABLE INDIVIDUAL STUDY ROOM POLICY

Purpose of the Rooms

- Reservable Individual Study Rooms in Bird and Carnegie 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.
- Most rooms are equipped with a whiteboard; markers, erasers and a cleaning spray may be borrowed from the Library's Check Out desk.
- Some rooms include large screen monitor with HDMI cables for connecting a laptop, an outlet, and wireless Internet access. See rooms [descriptions](#) to determine availability of technology in rooms. Laptops may be borrowed from the Library's Check Out desk.
- Appropriate uses of these rooms include participating in an online class, presentation practice, web conferencing, job interviews, and individual study.

Availability and Checkout

- Reservable Individual Study Rooms may be reserved for up to 3 hours per day.
- Rooms may be reserved for immediate use or up to 3 weeks in advance at <https://library.syr.edu/locations/reserve-room.php>
- Room keys are checked out at the Library's Check Out desk to the person with the SU or ESF I.D. who submitted the reservation request.
- If the patron is not present within 15 minutes of the reservation time, the room booking may be cancelled, and the room reassigned.
- If a patron 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.
- Reservable individual study room doors lock automatically. Users should take the key with them anytime they leave the room.
- Remove all trash and recycling when you leave.
- 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.
- Help keep the room clean by returning it in the same condition it was loaned. Users will be held responsible, and charged, for all damages, loss, and vandalism.
- All room or equipment **charges will be added to the student's bursar account.**

Reservable Individual Study Room Policy

- The walls are not soundproof. Please be respectful of those working nearby and keep your voice or other sound to a low volume.

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.
- 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 Libraries Lost and Found on the first floor Security Office in Bird Library.
- All Libraries policies apply to the Reservable 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.