

CARNEGIE TEAM ROOM POLICY

Purpose of the Rooms

- Team Rooms are available to current SU and ESF affiliated students only, working in groups of 2-4.
- Team rooms are intended for academic purposes and research group work/projects only, and may not be used for recreational or social purposes.
- Appropriate Team Room usage includes working on a group project, presentation practice, web conferencing, job interviews, group research, group study. Inappropriate Team Room usage includes meetings for clubs, teams, fraternities and sororities; watching a video/movie for entertainment purposes; non-academic audio recording or listening.

Availability and Checkout

- Team Rooms check out period is 3 hours, with no renewals and is limited to 3 hours per group, per day.
- Team Rooms are available on a first-come, first served-basis or can be reserved with 24 hour advanced notice.
- Room keys are checked out only to the person who submitted the reservation request at the Circulation Desk on the 2nd floor of Carnegie Library.
- If a group is not present within 15 minutes of the reservation time, the room may be assigned to another group.
- If a patron has a block on their library account, they will not be able to checkout or use a Team Room.

User's Responsibilities

- Rooms are available when the library opens. 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.
- Team 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 Circulation Desk. User may be held responsible for damages if issues are not reported to the service desk.
- Dispose of all trash in appropriate trash and recycling receptacles; help keep the room clean by reporting messes to the 2nd floor Circulation Desk, or by calling 315- 443-2160.
- The walls are not soundproof. Please be respectful of those working nearby.
- 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

- 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 at the 2nd floor Circulation Desk.
- All library policies apply to the Team Rooms.
- The Library reserves the right to revoke privileges for those individuals who do not use the space according to policies and the requirements stated above.

11/2/17