

## SHORT TERM STUDY ROOM POLICY

### Purpose of the Rooms

- Rooms are available to individual SU and ESF affiliated students for academic purposes only.

### Availability and Room Checkout

- Short Term Study Rooms are available on a first-come, first-served basis.
- Room keys are checked out at the 1st Floor Check Out Desk at Bird Library.
- Check out period is 3 hours; renewals are dependent upon availability.
- If a patron has a block on their library account, they will not be able to check out or use a study 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 15 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 your account.
- Study Room doors lock automatically. Take your key with you anytime you leave the room.
- Immediately report any problems or issues with the room to the Check Out Desk on the 1st floor. You may be held responsible for damages if issues are not reported to the service desk.
- You are responsible for closing the door when you are finished using the room. If you fail to do so, you may be held responsible for all damages, loss and vandalism to room.
- Dispose of all trash in appropriate trash and recycling receptacles; help keep the room clean by reporting messes to the Helpline, 315-416-7047
- The walls are not soundproof. Please be respectful of those working nearby.
- No materials should be left in Study Rooms after use. If there are library books or other materials in your study room when you enter, please notify 1st floor Check Out Desk.

### Library 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 in the first floor Security Office.
- All library policies apply to the Short Term Study 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.