

Short Term Individual Study Rooms Policy

In order to support in-depth research in Bird Library, private study rooms are available for short-term use as follows.

1. Study rooms on the 3rd floor of Bird Library are available for short-term use by individual faculty, graduate students, and visiting researchers. There are also a limited number of private study rooms available for undergraduate students.
2. Study rooms are available for 3-hour use on a first-come, first-served basis during the 1st floor circulation desk hours (see [service desk hour's](#) web page).
3. Study rooms are for research purposes only.
4. Study rooms must be vacated when the floor closes.
5. Study rooms are intended for use by one person at a time.
6. Keys returned late will incur a 15 cent per minute overdue fine, with a maximum fine of \$30. Keys will be declared lost after they are 10 days overdue. There will be a \$60 replacement charge for a lost key.
7. Keys should be returned at the 1st floor circulation desk.
8. No materials may be left in study rooms after use. Library staff will remove any books left in the rooms.
9. No trash cans are provided in the study rooms, so any trash must be removed by the user.
10. Due to high demand, study rooms keys are not available for renewal.