

SU Libraries Team Room Loan Policy

TEAM ROOMS WITH TECHNOLOGY

3rd Floor Rooms: 303, 318, 326, 341

4th Floor Rooms: 418, 441

TEAM ROOMS WITHOUT TECHNOLOGY

4th Floor Rooms: 403, 426

5th Floor Rooms: 503, 518, 526, 543

PURPOSE OF ROOMS:

- » Team Rooms are intended for academic and research group work/projects. Team Rooms with Technology are intended for academic and research work/projects requiring technology.
- » Please keep noise at a minimum and be respectful of others in adjoining rooms.
- » Room capacity is 6-8 people.
- » Appropriate Team Room usage examples: Working on a group project, presentation practice, group web conferencing, group research.
- » Inappropriate Team Room usage examples: watching a video / movie for entertainment purposes, personal audio recording or listening, personal web conferencing, and use of Team Rooms and technology for purposes that can be done by an individual using other public spaces / technology.

ROOM AVAILABILITY:

- » SU-affiliated: students, faculty and staff may use the rooms.
- » Priority is given to those listed in the following order: 1) Users with reservations 2) Groups needing technology 3) Individuals needing technology. Individuals with a lower priority must relinquish the room to those with a higher-priority.
- » Room availability begins when the floors open and ends one hour prior to the closing of the floor to allow staff time to perform closing procedures. Keys must be returned one hour prior to the closing of the floor. The last loan period is two hours prior to the closing of the floor. The building's floor hours can be found on the library's web site.

ROOM CHECKOUT:

- » Team Rooms 341, 403, 426, 418, 441, 503, 518, 526, and 543 are available by reservation via the Register Now button below. Reservation requests must be made and processed at least 24 hours prior to the requested reservation time. A reservation form must be submitted for **every** use of the Team Room.
- » If a group is not present within 15 minutes of the reservation time, the room may be assigned to another group.
- » Room keys are checked out at the 1st Floor Check Out Desk.
- » Team rooms are also available on a first-come, first-served basis.
- » Weekend reservation requests must be submitted no later than 3:00 PM on Friday.
- » Check out period is 3 hours, with no renewals.

- » If the patron is blocked from borrowing library items, they will not be able to use a Team Room until the block is settled and removed.

KEY INFORMATION:

- » There will be a 25-cent-per-minute fine for the late return of keys with no grace period given, and a \$30.00 replacement fee for lost keys.
- » Keys may not be duplicated
- » Lost keys should be reported immediately to the 1st floor Check Out desk. Replacement keys will be made available after payment of charges.
- » Team room doors lock automatically; take your key with you any time you leave the room.
- » The key will only be given to the person that submitted the reservation form. No other person or member of the group may pick up the key on the submitters behalf.

USER'S RESPONSIBILITIES:

- » **Upon Check-in, immediately report any problems or issues with the room or equipment to the Check Out desk on the 1st floor. You may be held responsible for damages to equipment if unreported to the service desk.**
- » User is responsible for closing the door after room use. Failure to do so may result in the user being held responsible for all damages, loss and vandalism to room and equipment.
- » Trash – Carry In / Carry Out: dispose of all trash at the closest recycling center. One is located on each floor.
- » The walls are not soundproof. Please be respectful of those working nearby.
- » The room and equipment should be returned in the same condition it was loaned to you. You will be held responsible for all damages, loss, and vandalism. Persons found responsible for damage of any equipment will be fined up to the replacement cost and installation. **Charges related to this will be added to the student's bursar account. Example replacement charges: Desktop PC \$750, 46" LCD display \$1500, LCD wall mount \$250, web conferencing bundle \$275, practice presentation bundle \$850, wireless keyboard and mouse \$200.**
- » No materials may be left in study rooms after use. If there are library books or other materials in your team room when you enter, please notify 1st floor Check Out desk.

LIBRARY POLICIES:

- » The Library is not responsible for damage 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 Team Rooms.
- » The Library reserves the right to revoke privileges for those individuals who do not use the space according to the requirements stated above.