

## Clayton State University Library

Policy Name: Room Reservations

Effective Date: January 9, 2017

Review Date: November 12, 2019

### Policy

The Clayton State Library recognizes a need to provide a functional space for group collaboration equipped with possibly a whiteboard and/or projection/presentation capabilities. The 12 group study rooms are designated as Active Learning Zones and require a reservation for use.

### Who Can Reserve?

- Clayton State University degree seeking students and currently employed faculty & staff
- Library account must be free of overdue items or fees

### Requirements

- Groups must consist of at least 2 people
  - L140 requires at least 6 people
  - L212 requires at least 4 people
- Maximum reservation length is 3 hours
- Only 1 reservation per person, per day is allowed
- Reservations may be made up to 14 days in advance

### Claiming a Reservation

- A LakerCard is required to claim a reservation and check out supplies.
- At least 2 group members must be present to claim the reservation.
- A group that is more than 15 minutes late forfeits the reservation.

### Use Guidelines

The person scheduling the room is responsible for ensuring that the condition of the room is the same as when the reservation began. This means removing trash, pushing in chairs, and erasing boards with library-provided erasers. If the room is not in good condition at the start of your reservation, please alert library staff.

- Adhere to minimum and maximum occupancy for each room throughout the reservation.
- Be kind to the cables and refrain from moving the table.

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- Keep in mind the study rooms are not soundproof. Monitor noise levels of your group, and keep the door closed while your group is in the room.
- Check out the library-provided markers and supplies if you plan to use the dry erase boards.
- The Clayton State University Policy states that children may never be left unattended on campus, which also includes any library study room. Public Safety will be notified immediately if unattended children are left in the Library.
- Follow the Food and Beverage Policy.
- Please vacate the room, return the room key (if applicable) and supplies to the nearest service desk 15 minutes before closing; study rooms must be vacated 15 minutes prior to closing time.
- Three or more violations of study room policies will result in loss of study room privileges. The first and second violations will result in a warning and a note being placed in the patron's Alma account. The third violation will cause the patron to lose study room privileges.

### Resource

Please see the [Study Zones Policy](#) for more information.