STUDY ROOM POLICY

Study rooms on the first and second floor of the library may be checked out by individual, or groups of, students, staff, and faculty for 4-hour periods, as long as the borrower does not have library fines or overdue materials. Community borrowers and alumni may borrow rooms under the same terms but for 2-hour periods. Any patron may renew a room for any number of permitted length periods as long as there are no conflicting reservations.

Only Metropolitan State University students, staff and faculty may reserve rooms in advance. Rooms may be reserved up to two weeks in advance for up to 4 hours at a time. Individuals may not make back-to-back reservations but must wait 8 hours between advance reservations. Different members of the same group may, however, make sequential reservations.

Reservations must be claimed within 15 minutes of the requested time or they are available to other patrons.

Patrons must occupy the study rooms they check out. Rooms unattended for 15 minutes will be subject to forfeit. Personal belongings may be collected and held by the safety officer and the room made available to other patrons. Patrons using a study room are expected to follow other applicable library policies, such as the Standards of Behavior.

Rule violations may result in loss of room privileges and, in the case of late room returns, fines. Room fines are 10 cents per minute up to a maximum of $6.00.