

Utah Tech University Library Internal Guidelines & Procedures

Study Rooms

1. General guidelines and procedures

- 1.1. Study Rooms are to be used for legitimate academic purposes that support the instruction, research, and study needs of the University community. No small business, corporate or other private use is permitted in study rooms, unless attached to a class. Study rooms are primarily for student use. Department meetings, interviews, office hours cannot be held in study rooms.
- 1.2. All campus and Library & Open Learning Services department use rules apply to the group study rooms including Use of University and Information Technology Resources (Policy 462) and Private Use of University Property (Policy 136).
- 1.3. Library & Learning Services are not responsible for any personal belongings in study rooms.
- 1.4. The posted room capacity cannot be exceeded at any time.
- 1.5. Please be considerate of other users. Conversation or presentation volume should be confined to the room you are occupying.
- 1.6. Food and drink in covered containers are acceptable. Please clean up after yourselves.
- 1.7. White board markers and erasers are available for checkout from the circulation desk.
- 1.8. Staff reserves the right to enter rooms at any time.
- 1.9. Do not move any furniture into or out of a study room.

2. Group study rooms (reserved)

- 2.1. The Study Room Reservation System is for currently registered UT students taking a class. Examples are: classmates working on a group project, or working together to prepare for class.
- 2.2. A group is considered to be two or more people. Reservations will be held for 15 minutes after the reservation start time. After that time, the room will be made available for others to use.

- 2.3. If the room you reserved is occupied, you may ask the group to leave or request assistance from staff at the Circulation Desk (2nd floor) or Learning Services Staff (4th floor).
- 2.4. When not reserved, Group Study Rooms are available on a first come, first serve basis. Group study room users without reservations must leave when requested by a group with proof of valid reservation (such as email or text message confirmation). Groups always take priority over single users.
- 2.5. Group study rooms may be reserved for a 30 minute minimum with an option of up to two hours per day and 10 hours per week.

3. Reservations and check-out procedures

- 3.1. Reserve a room at <https://utahtech.libcal.com/reserve/studyrooms>
- 3.2. Only one study room may be booked at a time. To reserve a room:
 - 3.2.1. Select the room and time(s) that you wish to book by clicking on the corresponding boxes on the Time Grid.
 - 3.2.2. Review your selection in the area at the bottom of the screen below the Time Grid. You can edit and/or delete your selected booking slots in this area. When your selection is complete click on Submit Times.
 - 3.2.3. Review the Study Room Terms and Conditions. Once done, click Continue.
 - 3.2.4. Fill out the reservation form.
 - 3.2.5. Click on Submit my Booking to submit your reservation.
- 3.3. Once your booking has been successfully submitted, you will receive an email from LibCal confirming your reservation. You can cancel your reservation at any point up until the reserved time via the link in the confirmation email.
- 3.4. *You must click the confirmation link in the email to complete your reservation. If you do not your reservation will be canceled.*
- 3.5. If you need assistance with booking a room, please contact the UT Library circulation department at 435-652-7714.

4. First-come-first serve (non-reserved) study rooms

- 4.1. All general use procedures apply.

- 4.2. Room can be used for four hours (total) per day.
- 4.3. Staff can request that users vacate the room if being used for recreational use, for exceeding time limit, or for number of occupancy.

Guidelines Owner: Dean, Library & Open Learning Services

Revised: June 2022