Jamestown Community College Libraries
Group Study Room Use Policy

The libraries' group study rooms are available for the convenience of our students and are intended for *quiet collaborative study, class work, and research.*

1. The group study rooms are to be used for legitimate academic purposes that support the instruction, research, and study needs of the JCC community.

2. The primary purpose of these rooms is to provide a place for students to engage in collaborative and cooperative study in small groups. Group study rooms may be used by individuals with the understanding that they may be asked to leave if a group needs to use the space.

3. Users must register at the Circulation Desk before using a room.

4. Rooms are available on a first-come, first-served basis, but reservations may be made in advance by visiting or contacting the Circulation Desk
   a. Reservations are made in 1 hour blocks, to a maximum of 2 hours.
   b. Reservations may be made up to 1 week in advance.
   c. Reservations will be cancelled if users do not arrive within 15 minutes of schedule reservation time.

5. Room use is limited to 2 hours per group. If no one is waiting to use the room, the time may be extended.

6. Users must leave the lights on and the windows uncovered when using a group study room

7. Users must abide by the JCC Libraries' Code of Conduct. Copies of the code are posted in each group study room, at the entrance to the library, and at the Circulation and Reference Desks.

8. The libraries are not responsible for personal items that are lost or stolen.

9. When users leave a group study room they are expected to return furniture to its original location, erase the white boards, and remove all trash.

10. All group study rooms must be vacated at least 15 minutes prior to library closing.