

Proposed Revised Group Study Room Policy

Purpose

- Use of Group Study Rooms is restricted to students, faculty, and staff of The College of New Jersey.
- Group Study Rooms are intended for collaborative schoolwork in the library and may not be used for regularly scheduled seminars, classes, club meetings, soliciting or other extra-curricular activities.
- Library conduct applies for the Group Study Rooms as it does for the rest of the building.

Rooms available on a First-Come, First-Served Basis

- Group Study Rooms on the first, third and fourth floors are available on a first-come, first-served basis.
- Groups of three or more will have preference in the use of Group Study Rooms. If only one or two users occupy a room, then groups of three or more can ask them to move to another location.
- All Group Study Rooms may be used for a maximum period of three hours, with a break of one hour between the use of a room.
- Graduate students will have preference for the use of the Graduate Group Study Room (Rm. 413).

Rooms available by Reservation

- Group Study Rooms on the second floor are available through reservation.
- Reservations may be made up to one week in advance.
- All Group Study Rooms may be used for a maximum period of three hours, with a break of one hour between reservations.
- At least three members must be present to claim the room and present their TCNJ Identification Cards for access to the room.

- There is a 15-minute grace period attached to your reservation. If your group does not arrive within the grace period, the reservation is void and the room becomes openly available.
- Reservations are not transferable, and the users who makes the reservation must be in the room during the reserved time.
- Group Study Rooms are available for drop-in use when they are not reserved.
- Groups of more than six will have preference for the use of the large Group Study Room (Rm. 220).
- Please follow this link to book a room: (link to reservation system with instructions) and procedures.

Policies for All Group Study Rooms:

Study Room Etiquette and Care

- Appropriate use of the Group Study Rooms is expected by all.
- Group Study Rooms may not be reserved or “held” by one person.
- Back-to-back reservations by group members are not permitted.
- Conversations must be held to a reasonable noise level. The study rooms are not soundproof, and loud talking disturbs other users studying in the area. Please see the Library Noise Policy: <https://library.tcnj.edu/about-the-library/policies/noise-policy/>.
- Rooms should not be left unattended. Unattended belongings will be perceived by the staff as abandoned and returned to Lost & Found. The library is not responsible for loss, theft, or damage of personal property.
- Chairs and tables may be rearranged within any Group Study Room but should be left neatly arranged upon departure. Furniture should not be moved in or out of Group Study Rooms.

- Users of the Group Study Room must adhere to the Library Food and Drink Policy: <https://library.tcnj.edu/about-the-library/policies/food-and-drink-policy/>. Students observed violating the food and drink policy will be asked to move to the café.
- Group Study Rooms should be left clean; trash should be thrown away in trashcans.
- All unchecked library books should be returned to the Access Services Desk.