Policy Title: Study Room Usage Policy
Policy Number: LIB.2600.08
Policy Owner: Library Director
Responsible Office: NAU Library
Revision Date: 02/05/2026

1. Purpose and Scope

NAU Library provides five study rooms that can accommodate up to 16 patrons in total: four rooms designed for 1–2 patrons each, and one larger room that can hold up to 8 patrons. These rooms are available for individual study in a distraction-free environment or for collaborative learning and meetings. The purpose of this policy is to establish clear guidelines for the efficient and fair use of study rooms within the Library.

2. Policy

- Study rooms are to be checked out on a first-come, first-served basis during the library's working hours.

- Study rooms are provided as temporary, day-to-day private spaces for individual or group work related to coursework or research activities. They are not intended for formal research labs, classroom instruction, or holding office hours.

- Rooms will be assigned by library staff depending on group size and availability:

  - Study rooms #1-4 can be occupied by 1-2 patrons.

  - Group study Room #5 can be occupied by 3-8 patrons. Study room #5 requires at least THREE or more group members to be physically present at the Reference Desk at the time of checkout. If all other rooms are filled and there is no reservation for the room, smaller groups may use room #5, but if a larger group requests the space, the room must be relinquished by the smaller group.

- Room keys are NOT issued to patrons. Library staff will unlock the study room doors for the patrons.

- The study room checkout period is limited to two hours. If another group or patron is not waiting to use the room at the end of the two hours, the original person or group may re-checkout the room for another two hours. Any person or group who leaves a room unoccupied past the due time will lose the use of the room if other users are waiting for a study room.

- Rooms cannot be checked out when only half an hour is left before closing.

- Checkout time starts when patron/s sign in at the Reference Desk. If patrons leave during their 2-hour checkout period, their time limit is still active. Items left in rooms over 2 hours with no renewal may be cleared by the library staff and held at the Reference Desk.

- Patrons must sign out at the Reference Desk and inform the Library Staff when they are done using the study rooms.

- Doors should be locked if a person or group leaves the room. Library staff at the Reference Desk will treat any personal papers and belongings left behind in a study room as Lost and Found items.

- Unattended personal property may not be used to "hold" a room by any individual or group.

- The user is responsible for the condition of the room. Immediately upon entering a room, the user(s) must inspect the room and report any previous damage, graffiti, etc. to the staff at the Reference Desk.

- Patrons are responsible for their belongings. NAU Library is not responsible for lost or stolen items that are left in study rooms.

- Food is prohibited in the study rooms. Drinks in a reusable container (NOT fast-food cups) with a secured lid are permissible.

- Windows in the study rooms must remain uncovered.

- Furniture is not to be moved in or out of a study room except by authorized staff.

- Study rooms are not soundproof. Hence, users need to be considerate of other library patrons and maintain reasonable noise levels. To prevent noise from leaving the room, the door should be closed when the room is occupied. Headphones are to be used with all electronic devices.

- Patrons using the study rooms are expected to follow the Library Code of Conduct and other Library Policies. Library staff have the right to refuse the use of a study room if the Library Code of Conduct or other Library Policies are violated. Occupants of study rooms (or any area in the NAU Library) may be asked to leave for inappropriate behavior or for failure to follow these guidelines for use. Failure to follow the room policies may result in loss of study room privileges.

- The NAU Library reserves the right to add, modify, or delete any or all of these policies, with or without prior notice.

3. Procedures

- To check out a study room for the first time, patrons must visit the Reference Desk and present their NAU photo ID. For subsequent checkouts, an alternative valid photo ID may be accepted.

- The Library staff at the Reference Desk will make sure that the patrons have filled out information in the Study room statistics document and then check out the available room.

- If the patron wants an extension of an additional two hours, they must re-check out the room at the Reference Desk.

- Patrons must sign out at the Reference Desk and inform the library staff when they are done using the study rooms.

- The library staff will check in study rooms when patrons are done using them and at the time of closing the library.

- Any damage in the study rooms will be reported to Facility Support by the Library.

4. Who Should Read This Policy

Students
Faculty
Staff

5. History

Revision Date: 12/20/2019
Revision Date: 02/05/2026

6. Policy Approval

	02/05/2026
Revision Editor	Date

	02/05/2026
Assoc. Dean for Inst. Effectiveness & Planning	Date

	02/05/2026
Provost, VP for Academic Affairs	Date

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