

**Policy Title:** Study Room Usage Policy  
**Policy Number:** LIB. 2600.8  
**Policy Owner:** Librarian  
**Responsible Office:** NAU Library (NAUL)  
**Revision Date:** 12/20/2019

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## 1. Purpose and Scope

NAU Library Services offer a facility of five study rooms (four can hold 1-2 students each, one holds up to 8 students) that can accommodate up to 16 patrons. Patrons can use these rooms for studying in a distraction-free environment or conduct meetings and collaborate with other patrons for learning purpose. The purpose of this policy is to provide clear understanding for an efficient usage of study rooms in the Library.

## 2. Policy

- Any available study rooms will be checked out on a first come, first served basis during Library working hours.
- Study rooms are intended to provide temporary day-to-day private study space for individual/group work and study for classroom or research-related activities. These rooms may not be used for formal research labs, formal instruction or 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 users.
  - Group study Room #5 can be occupied by 3-8 users. Study room #5 requires at least THREE or more group members to be physically present at the Service Desk at the time of check out. If there is no previous reservation for the room, smaller groups (no less than 2 people) may use the room, but if a larger group requests the space, the room must be relinquished by the smaller group.
- Room keys are NOT issued to users. Library staff will unlock study room doors for the users.
- The study room checkout period is limited to two hours. If another group or user 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 are not checked-out when only half an hour is left before closing, i.e after 4:30 pm on Fri-Sun, and after 9:30 pm on Mon-Thu.
- Checkout time starts when patron/s sign in at the Service 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 Service Desk.
- Patrons must sign out at the Service 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 in Circulation 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(s) 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 Service 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 on study room 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 users 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 study room facility must follow the Library Code of Conduct and other Library Policies. Library staff has the right to refuse the use of a study room, if 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, patrons need to contact the Service Desk with their NAU student/employee ID or a photo ID and sign in.
- The Library staff at the Service Desk will make sure that the patrons have filled out information in Study room Statistics document and then, check out the available room using Library System.
- If an extension of additional two hours is requested by patron/s, the Library staff need to re-checkout the room using Library System and in the Study room Statistics document.
- Patrons must sign out at the Service 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**

- Updated: 12/20/2019