

# GROUP STUDY ROOM POLICY

## PURPOSE

The mission of the James and Abigail Campbell Library at the University of Hawai'i - West O'ahu (UHWO) is to provide excellent, user-centered service in meeting the information needs of students, faculty and staff. Our goal is to provide users with access to knowledge and to maintain a comfortable and safe learning environment.

This policy was designed to clearly delineate the use of the Library's study rooms to ensure that they support the needs of UHWO students for collaborative study spaces.

## POLICIES AND GUIDELINES

The following policies and guidelines shall govern the use of the Library for all users:

- [James and Abigail Campbell Library's Acceptable Use Policy](#)
- [James and Abigail Campbell Library's Food and Drink Policy](#)

## DEFINITIONS

- **Group:** There must be a minimum of 2 students and a maximum of 6 students. At least two of the individuals in the group must be **current UHWO students**.
- **Group Study Room:** There are three of these rooms available – B224, B225, B231. Rooms include seating for up to 6 students and are equipped with large-screen LCD monitors and cables for laptop connection.

## TERMS OF USE

### Reserving a room

- Reservations are required to use a group study room. Rooms may be reserved up to two weeks in advance. Students can make a reservation via [LibCal](#). If assistance is necessary, students can ask for help in-person at the Circulation Desk, by telephone at (808) 689-2700, or via LibChat which is located on the Library's website.
  - **The maximum reservation period is 3 hours. 1 reservation per user/per day.**
  - The presentation of a valid UHWO student ID card is required at check in. At least 2 UHWO students must be present.
  - Reservations will be held for 15 minutes before being cancelled.

- Consecutive reservations made by members of a single group with the intent to monopolize room use are not allowed. Staff reserves the right to cancel any reservations found to be in violation of this rule.
- **Based on availability, renewals in 1-hour increments are permitted.**

#### Using the room

- **Dry snacks and covered drinks ONLY are allowed in the room.** Groups must comply with the Library's Food and Drink Policy.
- **Study rooms are NOT soundproof.** Groups should maintain a moderate noise level at all times, so as to not disturb users in adjoining rooms and/or users outside of the room.
- **There must be a minimum of 2 people in the room at all times.** If a single person is observed to be alone in a room for 15 minutes or longer, the group will forfeit their reservation.
- **Personal belongings should never be left unattended.** The Library is not responsible for the loss or damage of personal property.

#### At the end of a reservation

- Groups are expected to promptly vacate the room. If the reservation is near closing, groups are expected to vacate the room 15 minutes before the building closes.
- The room must be left in good condition – discard trash, return furniture to its appropriate location, and turn off all equipment.

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#### **POLICY VIOLATIONS**

Groups must comply with all staff requests. Users found to be using a room in a manner inconsistent with the "Terms of Use" will be instructed to exit the room immediately. Also, as these rooms are for student use, UHWO faculty, staff, and tutors (for tutoring purposes) are prohibited from making reservations or using them.

Any groups, who do not abide by this policy after they have been warned once by library staff, will be asked to leave the room and be banned from making any study room reservations for the rest of the day.

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**REVISED: MAY 17, 2018**