

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 and individual 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

- **Reservation Holder:** A current UHWO student who has placed a request to use one of the study rooms; this individual will be liable for any fines associated with the booking.
- **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.
- **Users:** The reservation holder and any individuals who use a study room.

TERMS OF USE

Reserving a room

- Reservations are required to use a 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 initial reservation period is 2 hours; requesters can place one reservation/day.**
- The presentation of a valid UHWO student ID card is required at check in.
- Reservations will be held for 15 minutes before being cancelled.
- **Based on availability, one renewal in 30-minute increments for up to one-hour total is permitted.** The reservation holder can request an extension 15-minutes before the end of their initial reservation period by visiting or calling the Circulation Desk.
- Consecutive reservations made by members of a single group with the intent to monopolize room use are not allowed. Staff reserve the right to cancel any reservations found to be in violation of this rule.

Using the room

- **There must be a minimum of 1 person in the room at all times.** If the room is observed to be empty for 5 minutes or longer, the reservation holder will forfeit their reservation.
- **Dry snacks and covered drinks ONLY.** Consult the Library's "[Food and Drink Policy](#)".
- **Study rooms are NOT soundproof.** Users should maintain a moderate noise level, so as to not disturb those in adjoining rooms and/or library patrons outside of the room.
- **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

- To conclude the reservation, users are expected to promptly vacate the room and to visit the Circulation Desk by the end of their reservation period. If the reservation is near closing, the room should be vacated 15 minutes before the building closes.
- The room must be left in good condition – discard trash, ensure tabletops are free of liquid and crumbs, return furniture to its appropriate location, and turn off the monitor.

POLICY VIOLATIONS

These rooms are for student use so UHWO faculty, staff, and tutors (for tutoring purposes) are prohibited from making reservations or using them. Users 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. After they have been warned once by library staff, anyone who does not abide by this policy will be asked to leave the room and be restricted from using study rooms for the rest of the day. Repeat violators may face penalties that include the loss of study room privileges for the entire semester.

REVISED: OCTOBER 22, 2024