

Group Study Room Policy
UTSA JPL and Downtown Library
February 2008

Who May Check Out Study Rooms

- Only currently enrolled UTSA students, staff, and faculty may check out study rooms.
- Must present a valid UTSA ID card to use study rooms.

Checking Out A Group Study Room

- The rooms are checked out on a first come first serve basis. No reservations may be made.
- The group (minimum two people) can check out the room for the maximum of four hours.
- The group must be present when requesting a group study room.
- The circulation staff will escort users to the study room and unlock the room. Keys are kept at Circulation.

Food and Drink in Study Rooms

- Covered drinks allowed only in Library approved containers (see the UTSA Library food and drink policy).
- Food is not allowed in study rooms.

Guidelines

- You are responsible for the study room key. There will be a \$20 charge for a lost key.
- The group study room is for studying, working on projects, and group discussions. Do not use the room as a place for books or bags storage. The library is not liable for items left in empty room.
- Be aware that the door automatically locks when it's closed. Someone in the group should always remain in the room during the checkout period.
- Do not move or rearrange the furniture in the rooms.
- Keep the noise levels low in the group study room.
- Keep the group study rooms clean. If a room is not clean, please notify Circulation, and we'll see that the matter is taken care of as soon as possible.
- When a study room is checked out in your name you are responsible for:
 - The equipment and furniture in the room, as well as the maintenance of the room itself
 - Your personal items
 - Making sure the room is closed after you finish using the room

- Notify Circulation staff if you finish using the room before the end of your check out time.
- Circulation provide markers and eraser at the check out time. These items should be returned to Circulation Desk. If you fail to return these items, you will be charged for \$6 or \$2 for each item.