



Division of Academic Affairs

Frederick Douglass Library

Library Study Rooms - Student Use Policy

The library staff person assisting in the electronic check-out of a study room **will always inform you of time allotted to study room use and the time of expiration of the loan period.** Return to the public service desk a few minutes before the expiration so the staff person may promptly check the room back in and avoid any overdue fees that may be charged against your Hawk Card.

- Study rooms on the Ground Floor, First Floor, and Second Floor dedicated to undergraduate use are available for two hours per check-out.
- The study room located on the Second Floor dedicated to graduate student use is available for three hours per check-out.
- The Ground Floor study room, due to its proximity to the Media Department, is the only room which may be reserved IN ADVANCE for video production or online classes.

Reservation for these rooms may be renewed (two hours undergraduate, three hours graduate) for continued use if the room has not been reserved by another student.

A second member of the original group to which a room has been checked-out **may not extend the loan period** of the room to avoid the intent of passing the room on to the next waiting student or group.

Students requesting to use a study room must appear in person and sign in for room use for same day use only. No phone reservations can be accepted from students.

Study room users must clear the room and depart 15 minutes before the closing of the library.

No food or drink is permitted in the study rooms.