



STONE CENTER LIBRARY STUDY ROOM POLICY

The Stone Center Library has two study rooms located across from the Service Desk. Room 310A seats six people and 310B seats eight people.

Room Use Policy

- Rooms may be reserved up to 3 hours at a time.
- An individual user may be asked to yield a study room to a group.
- Rooms may not be left unattended at any time. If a room is left unattended, its use will be forfeited.
- The Library is not responsible for unattended, lost, stolen, or damaged personal items.
- While discussion is permitted inside the rooms, the noise level should not interfere with the studies of other individuals in the area.
- The Stone Center's [No Food or Drink Policy](#) also applies to the study rooms located within the Library.
- Failure to follow these rules may result in the immediate forfeiture of the room.

Reserving Study Rooms

- Study rooms are reserved on a first come, first served basis.
- Reservations can only be made by faculty and Library staff.
- A minimum of three people is required to reserve a group study room.
- Reservations for a study room must be made a **minimum of 24 hours in advance** of the desired reservation, and **no more than two weeks in advance**.
- If after 15 minutes a group fails to appear, the reservation can be cancelled by Library staff and the room can be given to another group.
- Rooms may be reserved up to three hours at a time.
- The person making the reservation is responsible for the condition of the room.

If you have any questions regarding study rooms or policies, please contact the [Stone Center Library Staff](#) or 919-843-5804.

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