

## W. K. Kellogg Health Sciences Library Group Study Rooms Policy

*The group study rooms are heavily used by many students, and we are pleased to be able to provide you with a sizeable, clean, and quiet space for group work. In order for all students to be able to make the best use of these rooms, please take note of the following policies:*

### **Policies:**

- A valid and current Dalcard is needed to book a group study room;
- Students should check in at the service desk on arrival to confirm their room;
- Room bookings will be deleted if users do not show up within 15 minutes of their booked time;
- Study rooms close 30 minutes before library closing.

### **Guidelines for use:**

- Be considerate of those who have booked the room after you. Be mindful of the time, pack up a few minutes early, so that others are not kept waiting.
- If you find you no longer need your room, please delete the booking from the online system or call the Kellogg Service Desk (494-2482) and we will make the room available to other patrons.
- Please clean up any clutter before leaving the room.
- Be sure to only use dry-erase markers on the white boards. Return markers to the service counter before you leave

Thank you