GROUP STUDY ROOM POLICY

PURPOSE

The mission of the University of Hawaii-Leeward Community College Library is to serve the needs of Leeward Community College students, faculty, and staff by providing access to knowledge and learning through resources and facilities in a comfortable and safe environment.

With ease of use in mind, the Library has implemented a policy outlining the terms of use for its two (2) group study rooms. Guidelines and limits were established to ensure that the rooms are available to multiple groups per day and that those using the rooms will not negatively impact the experiences of other users and will not directly or indirectly damage Library facilities, materials, and equipment.

POLICIES AND GUIDELINES

The following policies and guidelines shall govern the use of the Leeward CC Library for all users.

- Leeward Community College Acceptable Behavior Policy.

DEFINITIONS

- Group: This policy defines a group as 3 - 5 current UH Students using a study room for the purposes related to Leeward classes and official campus or University business. A group must include at least one current Leeward CC student. Children under 14 years of age cannot be counted towards meeting the minimum group size standard.

TERMS OF USE

- Presentation of a valid Leeward CC ID card is required.
  - A minimum of 3 students must be present upon check in.
- Reservations can be made up to 2 weeks in advance for groups of 3-5 for one hour.
- One renewal per group each day is allowed, granted that no other groups have requested the room.
- Groups forfeit a reservation if they have not checked in 10 minutes after the start time.
- Consecutive reservations by group members with the intended purpose of extending a group’s use of the room beyond limits established by policy are prohibited. Groups violating this rule will be asked to vacate the room immediately.
- A minimum group size of 3 students must be maintained for the duration of the reservation. A group falling below the minimum group size will have their reservation automatically cancelled and may be asked to vacate the room immediately.
- Gaming and other recreational activities including the viewing of movies and videos for non-academic purposes is prohibited.
- HDMI cables are to be set up by Library staff only. Group members should not touch the cables, switches, or TV.
- Groups must be mindful of their noise level, as the rooms are not soundproofed. Library staff will give one warning about noise-level. If a second warning is necessary, Library staff reserve the right to ask the group to leave the building.
- Groups recognize that the Library is not responsible for any personal belongings that are left unattended.
  - Users agree to leave the room in acceptable condition when the reservation concludes. This includes, but is not limited to:
    - Removing trash from the room
    - Erasing the whiteboard
    - Pushing in the chairs.
- Library staff reserves the right to cancel reservations without advance notice.

EXCEPTIONS

- Polycom/Videoconference meetings are scheduled at the discretion of the Chancellor's Office and have priority over other scheduled meetings.
- Exceptions to the minimum group size will only occur at the request of the Chancellor's Office for staff meetings that require the use of the Polycom/Videoconference machine located in Group Study Room #1.

DATE OF ACCEPTANCE: FEBRUARY 14, 2017