

**Yavapai College Library**  
**Group Study Rooms and Study/Media Rooms**  
**Room Use Policy & Procedures**

*Revised November 20, 2007*

**POLICY**

The purpose of the Library's Study rooms and Study/Media rooms is to provide students, faculty, and staff of Yavapai College with a place for academic collaborative work in a group environment. Community members and guests are also welcome to use these rooms.

Limits to Use:

Rooms are not to be used for the following activities:

- Regularly scheduled classes
- Committee meetings
- Seminars or lectures
- Commercial activities
- Faculty office hours

**PROCEDURES**

1. All Study and Media rooms are intended for group use.
  - Study rooms may be used by groups of 2 to 4 people.
  - Media rooms may be used by groups of 2 to 6 people.
2. Individuals who want a quiet study environment are directed to the Library's Quiet Study Area. Individuals may use available Study rooms and Media rooms but will be asked to relocate should a group require the use of the room (Prescott campus only).
3. Priority for the use of Media rooms is for Yavapai College students and faculty who wish to use multimedia equipment for academic purposes.
4. Availability of non-reservable rooms is based on a first-come, first-serve basis except when a room is being used for non-academic purposes and a group needs the room for Yavapai College academic pursuits.
5. Study rooms and Media rooms are for *one* 2 hour consecutive time period. If it is necessary to extend beyond the 2 hours, the room may be extended for an additional hour. During the extended hour, users may be asked to vacate if the room is needed for Yavapai College academic purposes.

6. Every effort should be made to ensure that other Library users are not disturbed by conversations in the rooms. These rooms are not soundproof. Loud discussion is prohibited. In the Media rooms, equipment should be played at low volume.
7. The Library is not responsible for personal items left in the rooms. Items found will be kept at the Library's lost-and-found at the circulation desk. If not claimed, items may be sent to Campus Police.
8. Conflicts arising from the use of the Study rooms and Study/Media rooms will be resolved by a Library staff member.
9. Rooms are to be returned to their original condition when leaving. All Library materials should be removed from the rooms after use. Please clean the white board, return markers and any other equipment to the Circulation Desk. Turn off lights and multimedia equipment.

#### Reservation Procedures:

1. *Study Rooms*—one Study room is available for advance reservations; the remaining rooms are to be used on a first-come, first-serve sign-up basis.
2. *Media Rooms*—one Media room is available for advance reservations; the remaining rooms are to be used on a first-come, first-serve sign-up basis.
3. Room reservations may be made no earlier than 1 week in advance.
4. Reservations may be made for 2 hours at a time for periods no longer than one week. Members of a group may not sign-up individually to extend this 2 hour period.
5. Reservations are made through the Circulation Desk at 776-2260 (Prescott) or 634-6541 (Verde).
6. Reservations are nullified if a group has not arrived during the first 15 minutes of the reservation.

#### Cancellations:

Contact the Circulation Desk 24 hours prior to reservation's start-time. Repeated failure to cancel a reservation in a timely manner will result in a loss of reservation privileges.

#### Equipment and Software Available:

*Study Rooms*—Study rooms are equipped with a table, 4 chairs, and a white board. Whiteboard markers may be borrowed from the Circulation Desk for use in these rooms (Prescott campus only).

*Media Rooms*—Media rooms are equipped with a table, 5-6 chairs, whiteboard and media equipment. Whiteboard markers may be borrowed from the Circulation Desk for use in these rooms (Prescott campus only).

#### Level of Support:

For hardware and software assistance while using the Study or Media rooms, please see the Reference Desk staff.