

# LIBRARY SEMINAR SPACES/MULTI-PURPOSE ROOM POLICY



The primary purpose of these rooms is to provide a comfortable place for faculty, staff, and students to engage in collaborative and cooperative study in small groups. Permanent assignment of rooms is not made to any academic group or social organization. Rooms may not be used for any "for profit activity" (such as tutoring, promotions, etc.).

1. A photo ID of the faculty or staff who made the reservation is required to access locked rooms. KSU Library reserves the right to require photo ID for use of all library Seminar, Multi-Purpose, and group study rooms.
2. Seminar and Multi-Purpose Rooms on the first floor may only be reserved by current Kennesaw State University **faculty and staff** who must be present in the room for the duration of the reservation.
3. The faculty or staff who schedules the room will be held responsible for the conduct of all group members and condition of the room at the end of scheduled time.
4. Rooms are reserved for groups of two (2) or more on a first-come, first-serve basis using the Library's online *LibCal* system.
5. All technology must be kept in the room at all times.
6. Reservations will be held for 15 minutes and then the room will be made available for other groups to make a reservation.
7. Individuals found sleeping or eating in the rooms will be asked to leave.
8. Groups found to be more than room capacity will be asked to vacate.
9. Seminar and Multi-Purpose Rooms are not soundproof; please be considerate of other users studying in the library. Groups that are excessively noisy and disturb others may be asked to leave.
10. Doors may not be blocked and windows cannot be covered. Study Rooms are not considered private and based on professional judgment **library employees may enter at any time**.
11. Close doors to rooms and make sure that they lock behind you once reservation concludes.
12. Furnishings from other parts of the Library may not be brought into the rooms.
13. Only covered drinks (**NO FOOD**) will be allowed in the Seminar/Multi-Purpose rooms. Covered drinks and food are allowed in the Café area on the First Floor.
14. Personal belongings are not to be left unattended. Unattended items will be removed and sent to the Library's Lost and Found. The Library is not responsible for any unattended items.
15. Children are not allowed in group study rooms. In keeping with University policy, the Library cannot accommodate children of faculty, staff, and students. Library resources such as Seminar/Multi-Purpose Rooms, Group Study Rooms, computers, etc. are made available for faculty, staff, and student use only.
16. The dry erase boards in the rooms are for your use. Markers and erasers are provided. Please notify a staff member at the Check Out Desk on the ground floor if supplies are low or needed.
17. Please erase your work from dry erase boards and throw away any trash before you vacate the room.
18. The rooms must be vacated 15 minutes prior to Library closing.
19. KSU Police and Library Administration will monitor rooms.

*Cooperation and courtesy is expected.*

**POLICIES SUBJECT TO CHANGE AT THE DISCRETION OF LIBRARY ADMINISTRATION.**

**Current as of: Fall Semester 2016**