

## **GROUP STUDY ROOMS POLICY**

All users, including alumni, are required to hand in valid BCC IDs to staff at the New Media Desk in order to request a Group study Room. ID cards will be held at the desk and will be returned once everyone has vacated the room. (If mobile IDs are presented, the name and barcode information will be copied down for the reservation.)

Group Study Rooms are assigned by media desk personnel on a first-come, first-served basis for a maximum of 3 hours per day. Currently enrolled BCC students always have priority.

Visitors with a valid government issued photo ID must be accompanied by at least one BCC student, faculty, staff, or alumni with valid BCC ID for the current semester.

Food and drinks are prohibited in Group Study Rooms. Students & library users that do not follow the Library Policy will be ask to leave the premises.

Sound from an occupied Group Study Room should not be able to be heard outside.

Group Study Rooms must never be left unattended. If the door of the room does not lock when departing, notify the New Media Desk personnel so you will not be held responsible for potential damages after you leave.

Unattended rooms will be reassigned to someone else, and any personal items left in room may be taken to BCC Public Safety. The Library and its staff are not responsible for the loss or theft of personal property.

Upon vacating a Group Study Room, it should be left in the same if not better condition as when you entered.

Group Study Rooms must be vacated 15 minutes before the official closing time of the Library.

## **PROCEDURES**

Faculty need to show their own valid BCC ID for the current semester to request a Large Group Study Room. Faculty may reserve up to 7 days in advance a Large Group Study Rooms, for a maximum of 3 hours per day. Reservations may be made in person by a faculty member. Or call 718-289-5100 extension 3616.

There is a 15 minutes grace period on reservations. If the group is not present within the grace period, the reservation is deemed invalid and the room may be assigned to another group.

Faculty wishing to bring a class to the Library for course-related Library Instruction and student hands-on research sessions are referred to the BCC Library's "Library Instruction Classroom – Use Policy," to make arrangements. Group Study Rooms are not for full-class sessions.

White board supplies are issued when reservations are made. Patrons will be fined if supplies are not returned.

Group Study Room users may be able to extend time limit only when there is a low demand for student room requests. Extension requests must be made at the New Media desk.

Reservations will not be taken during Mid-term and Finals. Currently enrolled BCC students have use priority during these critical periods. No visitors/alumni.

Report any incident with the Group Study Room to the New Media personnel.

Library staff may limit or refuse access to individuals or groups that fail to comply with this policy.