

## **GROUP STUDY ROOMS POLICY**

Library Group Study Rooms (GSR) are only available to BCC students, and faculty and staff members via walk-in or by online reservation. The reservations must be made 24 hours in advance via web link, <https://bcc.cuny.libcal.com/> An e-mail will be generated by the system to confirm your reservation. The smaller rooms accommodate two to six people per reservation. The larger rooms accommodate 7 to twelve people per reservation. GSRs are not for individual use. Children should not be in a GSR.

All users are required to present currently valid BCC IDs, (either physical or via the BCC Mobile App.) to staff at the Library Technology Services desk in order to gain access to the GSR.

The GSRs are assigned by the Library Technology Services staff on a first come, first served basis for a maximum of 2 hours per day.

Food and drinks are prohibited in GSRs. Students that do not follow the Library Policy will be ask to leave the premises.

Sound from an occupied GSR should not be able to be heard outside.

GSRs must never be left unattended. If the door of the room does not lock when departing, notify the Library Technology Services personnel so that 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 the room will 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 GSR, it should be left in the same if not better condition as when you entered.

GSRs must be vacated 15 minutes before the official closing time of the Library.

## **PROCEDURES**

Faculty need to show their own valid ID for the current semester to request a Large GSR. Faculty may reserve up to 7 days in advance a Large GSR, 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. Or use the online reservation form and then show ID upon arrival. <https://bcc.cuny.libcal.com/>

There is a 15-minute 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 whole 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. GSRs are not for full-class sessions.

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

GSR users may be able to extend time limit only when there is a low demand of student room requests. Extension request must be made at the Library Technology Services desk.

Reservations will not be taken during Mid-term and Finals.

Report any incident with the GSR to the Library Technology Services personnel.

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