

# Texas Woman's University

## Library Policy Manual

**Policy Name:** Reserving Library Study Rooms

**Last Library Review:** March 2022

**Next Library Review:** March 2023

**Purpose:** To establish guidelines for reserving Library study and conference rooms at Texas Woman's University. This policy covers Denton, Dallas, and Houston Libraries.

**Note:** Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

### Definitions:

**Study Rooms** – those rooms designated as study rooms available for TWU students, faculty, and staff for individual and group study; TWU alumni may reserve rooms in Denton.

**Conference Rooms** – those rooms that hold a larger group of people (in Denton it is #308 and #322);

All study rooms and conference rooms for Denton are listed at <http://libguides.twu.edu/c.php?q=539688&p=3694913>

All study rooms and conference rooms for Dallas are listed at <http://libguides.twu.edu/c.php?q=539688&p=3694914>

All study rooms and conference rooms for Houston are listed at <http://libguides.twu.edu/c.php?q=539688&p=3973003>

To reserve a room, click on the various floor icons.

**NOTE:** Denton Conference Rooms #308 and #322 must be reserved at the Information Desk or through the Library Administrative Office.

### Policy:

1. Users who want to reserve a study room or conference room, must have a TWU ID.
2. Reservations made online require users to create an account. Reservations can be made at library kiosks.
3. Priority is given to those who have made room reservations.
4. Users must follow the noise policies for the various zones of the Libraries.
5. All silent study rooms are intended to be used by one person at a time.
6. Rooms are only available when the Libraries are open.
7. If the reserved area is occupied by someone else at your reservation time, please go to the Information Desk or Library Security Guard so staff can assist in giving you access into the room. You may also call them at 940-898-3701 or 940-898-3744.

8. Reservations are considered cancelled if the room is not occupied 15 minutes after the time reserved.
9. Eating and drinking is allowed in the study room but students must pick up after themselves.

Dallas Center Study Rooms:

- a. Study spaces at the Dallas Campus Library can be reserved up to four (4) weeks in advance for a maximum of two (2) hours at a time and a total of four (4) hours per day.
- b. Items left in the rooms will be taken to the Security Office.

Denton Study and Conference Rooms:

- a. Study spaces at the Blagg-Huey Library can be reserved up to two (2) weeks in advance for between 30 and 240 minutes at a time with one (1) reservation per day.
- b. The maximum number of advance reservations is four (4).
- c. Changes to reservations can be made online up to five (5) minutes in advance of the meeting time.
- d. Two (2) large conference rooms are available on the third floor (#308 and #322) that are equipped with a big screen TV, computer, webcam, Solstice pod, and Life-size video conferencing unit. Reservations for these rooms can be made at the Information Desk and require check-in there upon arrival for entry.
- e. TWU Alumni may reserve a study room in Denton by calling the Information Desk at 940-898-3701.

Houston Center Study Room:

- a. Study space at the Houston Campus Library can be reserved up to four (4) weeks in advance in 60 minute blocks for up to four (4) hours per day.
- b. The maximum number of advance reservations is four (4).
- c. Changes to reservations can be made online up to five (5) minutes in advance of the meeting time.
- d. One (1) study room is available that is equipped with a computer, whiteboard, and a TV cart capable of playing both DVDs and VHS tapes.
- e. Items left unattended in the room for more than 15 minutes will be taken to building security for pick up.

**Review:**

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 03-11-2020; rev. 07-20-2021;





**DENTON #322 ROOM LAYOUT**



**HOUSTON**



DALLAS



DENTON 3<sup>rd</sup> FLOOR STUDY ROOM

