

Policy Name:	Reserving Library Study Rooms
Policy Number:	N/A
Next Review TWU:	N/A
Last Library Review:	February 2018
Next Library Review:	February 2019

Purpose: To establish guidelines for reserving Library study and conference rooms along with the Nap Pods at Texas Woman’s University. This policy covers Denton, Dallas, and Houston Libraries.

Definitions:

Study Rooms – those rooms designated as study rooms available for TWU students, faculty, and staff for individual and group study;

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

Nap Pods – a special chair that allows people to nap;

All study rooms, conference rooms, and nap pods are listed at <http://libguides.twu.edu/c.php?g=539688&p=3694913>

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

NOTE: Denton #308 and #322 must be reserved at the Information Desk.

Policy:

1. Users who want to reserve a study room, conference room, or nap pod must have a TWU ID. Reservations made online require users to create an account. Reservations can be made at library kiosks.
2. Priority is given to those who have made room reservations.
3. Users must follow the noise policies for the various areas of the Libraries.
4. All silent study rooms are intended to be used by one person at a time.
5. Rooms are only available when the Libraries are open.
6. 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.
7. Reservations are considered cancelled if the room is not occupied 15 minutes after the time reserved.
8. Eating and drinking is allowed in the study room but students must pick up after themselves.

Dallas Study Rooms:

- a. Study spaces at the Dallas campus 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 Denton campus 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 Lifesize video conferencing unit. Reservations for these rooms can be made at the Information Desk and require check-in there upon arrival for entry.
- e. Items left in the rooms will be taken to the Information Desk. After one (1) week they are given to DPS.

Houston Study Room:

- a. Study space at the Houston campus 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.

Nap Pods:

One nap pod is available at each campus Library for use. They can be reserved online and are available for 25 minutes at a time.

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 03-23-2018