

# Group Study Room Use Guidelines

lansing community college library



LCC students and employees must present a **valid StarCard** to reserve a group study room.



Group study rooms **cannot be reserved by persons not affiliated with Lansing Community College.**



Room reservations can be made up to one month in advance.



Room reservations may be made by telephone or in person.



Room reservations are made in two hour time increments.



Room reservations are posted daily outside of each room.



Lights must be on when group study rooms are in use.



Users are responsible for their personal belongings when in the Library or Library group study rooms. **Please do not leave personal items unattended.**



Please leave group study rooms in the condition you found them. Do not remove furniture or equipment from the group study rooms.



Acceptable uses for group study rooms are collaborative or individual study, instructor-student interaction and tutoring.



Library staff monitors the use of group rooms.



Users will be asked to vacate a room if there are too many people occupying the room.



Users will be asked to vacate a room when their time expires if other library patrons are waiting to use the room.



Users will be asked to vacate a room if they do not have a reservation and another library patron is waiting to use the room.



All Lansing Community College policies apply to use of group study rooms.



Please use proper markers on white boards in the group study rooms. White board markers and erasers can be checked out at the Multimedia Desk.



Please close the door to group study rooms when your group is engaged in conversation / discussion to avoid disturbing other Library patrons.



Reservations are cancelled when the patron does not arrive within 15 minutes of the scheduled room reservation.

Groups of 2 or more are given preference over single users. You may be asked to vacate a room if you are not with a group.

