



SUBJECT: Group Study Room/Private Study Room (Library)	Effective Date: July 1, 2011	Policy Number: 01-2-006
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority:	

I. Purpose and statement of operational policy underlying the procedure.

To assure fair use of the rooms.

II. Applicability/Scope

Students and faculty.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Library Staff	Complete request form for scheduling.	Daily
Users	To maintain the physical condition of the room	Daily
Library Staff	Maintain room decorum.	After each scheduled session.

IV. Related policies/References for more information

See Group Study Room Policy

Authorizing Official: <u>Barbara L. Sample</u> Authorization Date: <u>OCT 11 8 9 011</u>
Title: <u>Vice President/Chief Academic Officer</u>