

## Study Room Policy

### GROUP ROOMS

Group study rooms (120B, 120C, 220A, 220H) are intended for academic study and available exclusively for Clermont College student use. Group study rooms may be reserved up to 2 weeks in advance.

Students may reserve rooms using 25Live for 30 minute increments for a maximum of 2 hours daily.

- The group rooms are designated for student group study, with groups taking precedence over individuals. Group rooms are not intended for teaching or regularly scheduled meetings.
- If you need to cancel a room reservation please contact the library information desk as soon as possible. Reservations unclaimed within 15 minutes will be forfeited.
- Study room keys should remain in the library at all times. A late fee of \$1.00 per hour will be assessed for late return of study room keys. Lost keys will result in a charge of \$30.00.
- The reserving student should bring their Bearcat Card to pick up the key at the Information Desk. All members of a group should be present when picking up the key.
- The room must be completely vacated before the key can be returned. Please begin cleaning up a few minutes before your reservation ends to ensure you return the key to the Information Desk on time.

### INDIVIDUAL ROOMS

Individual study rooms (220B, 220C, 220D, 220E, 220F) are available on a first-come, first-served basis. They may not be reserved in advance.

### OTHER CONSIDERATIONS

- Occupancy limits will be strictly enforced.
- Rooms are not soundproof. Keep noise low and respect the rights of others to study in an academic environment. Study room doors should remain closed while in use.
- Windows and doors in the study rooms should not be blocked or covered.
- Furniture from other parts of the library should not be moved into the study rooms and study room furniture should not be removed from the study rooms.
- Do not leave rooms or items unattended. The library is not responsible for misplaced, damaged or stolen items. Materials left unattended in a study room for more than 15 minutes will be removed and taken to UC Public Safety.
- Rooms should be left in orderly condition and free of trash.
- All study rooms are available for use from the opening of the library until 10 minutes before close to allow staff time to perform closing procedures.
- The rooms are a shared resource. Failure to comply with the study room policies may result in having your study room use privileges suspended at a minimum for the remainder of the current academic semester. Behavior or use not in accordance with the [Student Code of Conduct](#) may result in eviction and referral to UC Public Safety and Assistant Dean of Academic Affairs.
- Please direct all questions related to study rooms to the Public Services Manager or to [clermontlibrary@uc.edu](mailto:clermontlibrary@uc.edu)