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

Updated, March 2019