

## SOUTH GEORGIA STATE COLLEGE LIBRARIES STUDY ROOM USAGE GUIDELINES

The SGSC Libraries provide study rooms to South Georgia State College students, faculty and staff for the purpose of group study, team-based projects, and collaborative research. Community patrons may have use of a room if space is available.

Each study room can accommodate up to ten (10) people and is generally available on a first-come, first-served basis. Priority is given to SGSC students and other USG affiliated users over community users. Priority is given to study and collaboration over other purposes such as non-academic media viewing. All study rooms have access to whiteboard/blackboard and a computer.

### GENERAL POLICIES:

- Study Rooms are intended for use of six (6) hours or less; time may be extended if no other patrons are waiting for a room or under special circumstances.
- Check in at circulation desk: provide student ID number or first name, time of arrival, and study room being used.
- Study Rooms left unattended more than fifteen (15) minutes may be deemed abandoned and become available to other users.
- Personal belongings left unattended/abandoned will be removed to the Circulation Desk and turned over to Campus Police Department (Douglas campus) and the Stem Center in the Dye Building (Waycross campus) after twenty-four (24) hours. The libraries cannot be held responsible for abandoned belongings.
- A study room may be assigned to a student with a family need (accompanied by small children) so that the family members may be seated together and children supervised by the parent. Children under the age of sixteen (16) may not be left unattended in any study room and children under the age of twelve (12) may not sit at or use any study room computer. See Computer Use Guidelines.
- Study rooms are considered quiet zones.

### ADDITIONAL CAMPUS INFORMATION:

#### **William S. Smith Library:**

- Three (3) study rooms with computer, whiteboard or blackboard, and video viewing equipment and an individual study room with computer available on a first-come, first-served basis.
- One(1) individual study room. Computer available. First-come, first-served. May be reserved.

#### **Waycross Campus Library:**

- Two (2) study rooms with computer and whiteboards.
- Audio Visual room with television and VCR/DVD player for media viewing. Reservation of rooms suggested.

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