

## Group Study Room Guidelines Art and Design Library (ADL)

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- ❑ The individual reserving the room must occupy the room.
- ❑ Group study rooms can be booked for a maximum number of students as specified in the room booking system.
- ❑ Rooms may be reserved on the day of and up to three days in advance.
- ❑ When reservable rooms are not in use, drop-in users are welcome to book on-site (at the information desk).
- ❑ Rooms can be reserved for private study by individuals.
- ❑ You must vacate the room if it is reserved.
- ❑ The reservation will be canceled if the student(s) is late by 15 minutes for their reservation.
- ❑ Personal items left in study rooms after 30 minutes will be removed per the library's unattended personal belongings policy and will not be considered occupancy of the room.
- ❑ Students and/or groups should maintain reasonable noise levels and close the door when the room is occupied.
- ❑ Users should clean up after themselves and leave the area in good condition, including returning all furniture to their original position.
- ❑ Failure to follow these guidelines may result in users being asked to leave the area or loss of reservation privileges.

If you have additional questions, please contact the library at [vcuqlibrary@vcu.edu](mailto:vcuqlibrary@vcu.edu) or 4402 0587.