Rules of Use for Collaboration/Study Rooms at the MSOE Library

Rooms are intended to be used for academic purposes.

Reservations

- A reservation for a study room must be made at least 24 hours in advance.
- There is a two-hour reservation limit per person per day, up to six hours per week.
- To reserve a room, use the online reservations system at https://msoe.libcal.com.
- When a room is not reserved, it is available on a first-come, first-served basis, although academic groups have priority. To see if a room is reserved, check the posted schedule.
- The online reservation system may not be used to monopolize use of a collaboration/study room. Library personnel are responsible for determining whether system usage is monopolistic. Monopolistic practices will not be permitted. Examples of monopolistic practices include, but are not limited to:
  - Reserving a study room every day.
  - Using non-reserved time gaps between reservations to essentially monopolize a room (e.g., you reserve a room from 8 a.m. to 8:30 a.m., from 9 a.m. to 9:30 a.m., from 10 a.m. to 10:30 a.m., and from 11 a.m. to 11:30 a.m.)
  - Using a group of individuals to reserve a room for more than eight consecutive hours per week.

Study/Collaboration Room Rules

- Do not remove the posted schedule.
- Please handle the equipment in each room with care.
- Usage of study rooms must comply with the Student Conduct Code.
  - Any user who breaks, damages, tampers with, defaces, or vandalizes equipment and/or furniture in the study rooms may be held financially and legally responsible, and may be subject to disciplinary actions as detailed in Section 4 – Destruction of Property.
  - Any user who employs study room equipment in a manner that does not comply with the IT Department’s Acceptable Use Policy may be subject to disciplinary action.
- No smoking or tobacco use is permitted.
- No sleeping.
- No excessive noise.
- Please do not leave your personal belongings unattended.
- Food and beverages consumption must comply with the Campus Policy for Food Services.
  - MSOE Employee or Student Provided Food and Beverages
- All food and beverage waste must be bagged and disposed in an external trash dumpster and should not be placed in receptacles within the facility or room.
- All floors, tables, chairs, etc. are to be cleaned of food and beverage waste.
  - Alcoholic Beverages
    - The consumption of alcohol in this room is prohibited.
  - Additionally please:
    - Please keep food and beverages away from the display screens.
    - Please keep food and beverages away from the table jacks and outlets.

Users who violate any of these policies may lose the privilege to use library study rooms.