SWC LIBRARY

STUDY ROOM USE

General Guidelines Pertaining to all Study Rooms

- All study room use is on a first-come first-served basis. However, priority is given to academic activities.
- Personal Property must not be left unattended in study rooms. Leaving property in a study room does not reserve that study room for later use. The Library assumes no responsibility for damaged or stolen property. Library staff may move unattended materials to the Lost and Found at the second floor circulation desk.
- College staff may enter any study room at any time.
- Furniture must not be moved.

Staff may ask study room users to leave for violations such as:

- Excessive noise
- Violation of the food or drink policy.
- Moving or disconnecting equipment.
- Using college equipment for personal activities such as video games or other entertainment.
- Abuse of furniture or equipment. Persons who misuse or abuse the equipment or furniture will be denied access and may face academic sanctions and/or criminal prosecution.

Multimedia Study Rooms

- All rooms are on a check-out basis only
- Present your SWC ID at the Circulation Desk to check out a key
- Rooms check-out for a 2 hour period
- First priority for use of multimedia study rooms is for groups using multimedia equipment for academic activities
- Persons not using multimedia equipment may be asked to leave multimedia study rooms
- College equipment may not be used for personal activities such as video games or other entertainment.

3rd Floor Study Rooms

- All rooms are on a check-out basis only
- Present your SWC ID at the Circulation Desk to check out a key
- Rooms check-out for a 2 hour period

ADA Equipment Study Room

- ADA students have priority for use
- This room will be kept locked, to request access contact the Reference Librarian at the Reference Desk
- Users will be allotted 2 hours in the room, after that, staff may ask user to vacate the room if another Library user needs it
- Installation of personal software or equipment is prohibited

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