

Library Group Study Rooms

Reservations

- Groups of OIT students, faculty, and staff may reserve group study rooms.
- When booking the room, you will be asked for the number of people in your group. OIT libraries consider a group to be two or more people. Reservations may be made up to a week in advance.
- Reservations will be held until 15 minutes after the beginning of the time period. At that time, the room may be reassigned

Check Out Procedures

- Group study room keys are available for checkout at the Access Services Desk on the OIT Library first floor.
- Keys should be checked out immediately prior to use of the room.
- The person who checks out the room key is responsible for upholding the policies, maintaining the security of the room, and returning the key to the Access Services Desk on the first floor of the LRC.
- If you need more time, check with the Library Access Services Desk on the first floor of the LRC. If the room is not reserved by another group, you will have the option to renew your time for one additional hour.
- If a room is not vacated and the key returned at the end of your reservation, you will be charged a **\$5.00 fine**.

Use Policies

- Group study rooms are for use for a **two-hour** period (three hour maximum).
- Group study rooms are for groups of **two or more** OIT students, faculty, or staff.
- Conversation or presentation volume should be confined to the room you are occupying.
- Group study room keys may not leave the building.
- The Library follows campus facilities use policy. Only drinks in closed containers are allowed. No food.
- To respect users' privacy, the library is unable to tell what group study room an individual is using or has used in the past.
- Posters, notes, and other items may not be hung on walls or windows. The white boards are magnetic.
- The Library is not responsible for the security of personal items left unattended.
- Noncompliance with these guidelines or damage to these facilities may result in members of the group being denied further use of the group study rooms or being asked to vacate the room.
- The Library reserves the right to enter rooms at any time.

Room Facilities

- White boards and markers, electrical outlets, and wireless access are available in all Study Rooms.
- The Student Success Center office (LRC 228) offers for checkout:
 - Laptops
 - Projectors / screens