

SUBJECT: Facilities: Access to study rooms

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Access to study rooms in the Health Sciences Library

RESPONSIBLE PERSONS: Library Staff

1. Study rooms #1, 2, 3, and 4 should be requested online by 8:00am the day of the request. For same day requests, call the Library Assistant at 614-234-2154. When study rooms are not reserved, they can be used on a first come first serve basis.
2. Client access to the three study rooms located on the West wall of the 4th floor MCW Library location is on first come, first serve basis.
3. Study rooms #1, #2, #3, and #4 are equipped with flat screen TVs and DVD players. This A/V equipment serves for viewing educational materials only.
4. Volume of audio equipment should be adjusted to the sound level that does not disturb nearby clients.
5. To receive remote controls, wireless headphones, and instructions to operate A/V equipment, clients need to present one valid form of identification such as a student ID badge or a valid driver's license at the Library front desk.

DEVELOPED BY: Library Staff

DATE: 8/07

REVISED BY: Library Staff

6/04/14

REVIEWED BY: Stevo Rokсандic, Director

6/04/14

APPROVAL FOR IMPLEMENTATION BY:

Ann Eschele

DATE:

7/1/14