

Mississippi Valley State University
James H. White Library
Study Room Policies and Procedures

The James H. White Library houses six (6) individual/single study rooms and three (3) group study rooms (2 graduate: both on second floor and 1 undergraduate: on first floor). These rooms help provide workspace for students, while also maintaining an atmosphere conducive for quiet study. Since there are a limited number of study rooms, a two hour time limit is set for graduate/undergraduate/faculty use of individual study rooms and a four hour time limit set for graduate/undergraduate/faculty use of group study rooms. Study rooms are available on a first come, first served basis to currently enrolled MVSU students and faculty. A valid MVSU ID card is required without exception for checkout or use at the Circulation and/or Reference Information Desk on the first or second floor.

ROOM RULES AND REGULATIONS

1. Individual/single study rooms are checked out for **ONLY 2 HOURS**.
2. Group study rooms are checked out for **ONLY 4 HOURS**.
3. There are **NO RENEWALS**.
4. Rooms are available on a first come, first served basis.
5. Only **CURRENT MVSU STUDENT/FACULTY IDS** can be used to check out study rooms. Students/faculty must leave ID's with library staff on the floor their reserved room is located (unless you check out a laptop).
6. A fine will be accrued for overdue study room usage.
7. Overdue fines for study rooms are accrued with no grace period.
8. Keep rooms neat and tidy. The library accepts no responsibility for any item(s) left in the study room.
9. Lounge furniture should **NOT** be moved into the study rooms.
10. Study rooms are not sound proof; keep in mind the noise level. Conversations cannot be heard outside the rooms. Violators will be asked to leave the library.
11. Be aware that during an emergency such as a fire alarm, evacuation is **mandatory** unless announced.
12. If there are other patrons waiting for study rooms, Circulation staff will ask occupants in study rooms that are overdue to vacate the overdue study room.
13. There are **no renewals including to other members of the same group**.
 - a. The room must be checked in with all the student(s) material removed from the room
 - b. If a room is still needed, another room may be checked out if one is available ---note: it may not be the same room
14. When a student is late returning a study room key, their account will be monitored by Circulation and fines will be assessed.
 - a. After three late returns in one semester the student will be blocked for the remainder of the semester
 - b. If a student is blocked from study room use within the last three weeks of a semester, that student will be blocked for the next semester
 - c. If a student is blocked for two semesters in a row, that student will be blocked for the entire subsequent academic year
15. Group rooms hold 2-6 students. The names of all students using the room must be listed on the reservation form.

Mississippi Valley State University
James H. White Library
Study Room Form

Circle one: Faculty Staff Graduate Undergraduate

Name: _____

MVSU ID #: _____

Circle one: Individual Study Room Group Study Room

Study Room #: _____ **Date:** _____

Time Checked Out: _____ **Time Checked In:** _____

Faculty/Student Signature: _____

Library Staff Member: _____