STUDY ROOM TERMS OF USE: Norfolk Campus Library

- TCC Library Use Policy applies to study rooms:
  - Study Rooms are available for academic use by current TCC students, faculty, and staff, only.
  - Academic use includes: TCC class assignments, studying, and group projects.
  - Viewing videos or presentations with sound requires headphones/earbuds.

- Study rooms must be reserved using the online reservation system prior to use and can be reserved up to 48-hours in advance.

- To reserve a study room, patrons must use a current TCC student, faculty, or staff ID number.

- Patrons must reserve study rooms under their own names and with a TCC faculty, staff or student email address.

- One room can be reserved in 30-minute blocks with a maximum of 8 blocks (4 hours) per person, per day allowed.

- Occupancy cannot exceed room seating, as designated by fire codes.

- Reservations for the day may be forfeited if keys are not checked out within 15-minutes of the reservation start time.

- Patrons must present a current TCC ID card when checking out the key to the study room.

- Study room keys may not be removed from the library.

- Personal belongings should not be left unattended. The library is not responsible for lost or stolen items. After 15-minutes, belongings will be sent to Security.

- Patrons must be present in the study room with no absence exceeding 15-minutes. Absences over 15-minutes may lead to forfeiture of the reservation.

- Patrons are required to return study room keys on time. Failure to do so may result in temporary suspension of study room privileges. If patrons do not return the key to the study room, a lost charge of $25 will apply.

- Food is not permitted. Only drinks in covered containers are permitted.

- Study rooms must be left in the same or better condition than they were found.

- Study rooms are available until 30 minutes before the closing of the library.
• Failure to comply with TCC Library Use Policy or the Study Room Terms of Use may result in suspension of study room privileges for up to 2 weeks.
  A two-week suspension will result from the following:
  o Two instances of non-compliance with food and drink policy
  o Three instances of failing to return study room keys in a timely manner
  o Three instances of un-used room reservations without notice to cancel reservations

When making a reservation online, you agree to the Terms of Use of the rooms.

• Last Updated: January 15, 2018