

SUBJECT: Facilities: Access to work study rooms

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Access to work study rooms

RESPONSIBLE PERSONS: Library Staff

1. Customer access to four work study rooms located on the 4th floor of the MCW Library location is on first come, first served basis.
2. Faculty and medical staff are permitted to reserve work study rooms for group educational purposes by submitting a request notice to Library staff at least 24 hours in advance.
3. Work study rooms #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 customers.
5. To receive remote controls, wireless headphones and instructions to operate A/V equipment customers are required to provide 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

8/29/07

REVIEWED BY: Stevo Roksandic, Director

8/29/07

APPROVAL FOR IMPLEMENTATION BY:

Ann E. Schieb

DATE: 8/30/07