

 HEALTH SCIENCES LIBRARY & INFORMATICS CENTER	<b>Policy:</b> Study Room Use External <input checked="" type="checkbox"/> Internal <input type="checkbox"/>	<b>Policy #</b> <b>Date Approved:</b> 05/22/2017
	<b>Submitted by:</b> Steve Stockdale <b>Approved by:</b> OMT	<b>Date Reviewed:</b>
		<b>Date Revised:</b>

**Purpose/Objectives:**

This policy applies to the use of both Group and Individual Study Rooms at the Health Sciences Library and Informatics Center (HSLIC) by the University of New Mexico (UNM) community. In addition to the policies and procedures noted below, University-wide policies or civil laws related to facilities or collections apply.

The Health Sciences Library and Informatics Center (HSLIC) has a primary mission to create environments that foster the development and sharing of knowledge in order to support the collaborative educational needs of the faculty, students, and staff of the Health Sciences Center (HSC) at the University of New Mexico. To achieve that purpose, HSLIC provides as many group and individual study rooms as possible, balanced with other space needs. HSLIC faculty and staff are committed to maintaining quality study and research environments, protecting the rights of users, and sustaining the integrity of its facilities and collections.

The intended purpose of the designated Group Study Rooms is for UNM and HSC students to work together in small groups, including using the rooms as meeting space for HSC student organizations. At all times, preference of use is for groups, not individuals.

**Scope of Policy:**

Study rooms may be reserved by UNM and HSC students on a first-come, first-served basis. Faculty may reserve the Study Rooms by special arrangement with the Deputy Director for Operations or Service Point Shift Managers on a case-by-case basis.

The intended purpose of the designated Individual Study Rooms is to provide a quiet and private study space for UNM and HSC students.

**Policy/Procedure:**

HSLIC Study Rooms may be reserved by using the reservation system accessible via the HSLIC website.

- Users with HSC NetID credentials may use the automated system to make and confirm their reservations.
- Users with only UNM NetID credentials may reserve study rooms, but due to authentication requirements, they cannot use the automated system. Instead, users with only UNM NetIDs must submit a reservation request online form and wait for library staff to confirm the reservation.

The Terms and Conditions for using the study rooms are provided on the HSLIC website and are displayed to the requestor during the reservation process. These include:

Study rooms may be reserved up to four weeks in advance. Users may reserve an available room any time prior to the expiration of the period.

One student may reserve one room for up to three hours per day. For group rooms, other students in the same study group may reserve adjacent schedule blocks. All study rooms should be vacated ten minutes prior to the library closing.

Users should cancel reservations at least one hour prior to the start of the reservation so other students may use these rooms.

If a room is not reserved, it may be used on an as-available basis until someone with a confirmed reservation arrives.

The study rooms will not be locked. Users are responsible for the security of their belongings and are strongly encouraged to never leave valuables unattended.

Students are encouraged to use the equipment provided in the rooms. Students may connect their laptop computers to the monitors in rooms so equipped using the attached cables. Students may not change the configuration of cables and connectors in any room, other than to connect their computers or devices to the cables and connectors provided. In rooms with dedicated computers, students must use the computer in the room with the room monitor.

### Study Rooms with Special Collections

Room 416 in HSLIC houses the Voelz Classics of Medicine Collection.

Room 223 houses the New Mexico Health Historical Collection. Reservation requests for this room are processed through the same process as other study rooms. However, at the time of the reservation request, users will be notified that the first priority for this room is to support New Mexico Health research. Should the room be needed for this purpose, every effort will be made to book the student group into another available room. As no guarantee can be made that another room will be available at the requested time, students who reserve this room accept some risk of getting bumped

### **References:**

#### **Internal Reference(s):**

- This policy combines previous HSLIC policies “Group Study Room Use” (Study Room Use \_20140515\_dc.dox) and “Individual Study Room Use” (Individual Study Room Use \_20140515\_dc.docx)
- HSLIC Mission Statement
- HSLIC Access Policy
- UNM Board of Regents’ Policy Manual Section 8.1: Special use of University Facilities: <http://policy.unm.eduregents-policies/section-8/8-1.html>
- UNM Business Policy 5200: Allocation and Assignment of Space: <http://policy.unm.edu/university-policies/5000/5200.html>