

## Study Room Use Policy

### Purpose

The LARC includes study rooms that exist to provide the campus community with appropriate space to support teaching, learning, and research.

### Eligibility

Study rooms on the 1<sup>st</sup> floor with special technology are not available for library guests, but are reserved for CSU-Pueblo faculty, staff, and students. Individuals and groups not requiring special technology should use the small and large study rooms on the 2<sup>nd</sup> through 6<sup>th</sup> floors. A variety of configurations for study rooms exist, which are outlined below.

### Available Spaces

Presentation Rooms - LARC 122 and 136 provide projector, screen, presenter workstation, table and chairs. These two rooms are designed for practicing presentations, but might also be useful for study groups.

Multimedia Labs - LARC 121 and 127 include one PC, one MAC, one scanner, and a 55" flat panel monitor mounted on the wall. Computers in these rooms are loaded with Adobe Creative Suite 4 - Master Collection software. (In addition to the equipment listed above, Multimedia Lab LARC 127 includes special equipment and software for 3D Scanning and can only be reserved through the IT Help Desk staff via an online form at <https://secure.csupueblo.edu/library/3dprinter/>. For more information, contact them through the IT Help Desk at 719.549.2002.)

Audiovisual Labs - LARC 128 and 137 each include one PC, one Blu-ray player, one DVD/VHS player, and a 55" flat panel monitor mounted on the wall. These rooms are designed for faculty and students who need to view DVD's or listen to audio recordings, but may also be used for other computing needs.

Small Study Rooms - LARC 211, 212, 308, 309, 404, 405, 504, 505, 602, 603, 613, and 614 each include a table and chairs, a white board, wireless Internet access, and a network jack. Each room seats up to 5 people.

Large Study Rooms - LARC 184, 305, 383, 384, 402, and 502 each include tables and chairs, white board, wireless Internet access, and network jack. Each room seats 8 to 10 people.

### Scheduling

- Study Rooms, including LARC 184, 211, 212, 305, 308, 309, 402, 404, 405, 502, 504, 505, 602, 603, 613, and 614 are available on a first come first served basis only. Groups may be given priority for these rooms and individuals using the rooms may be asked to vacate the room to allow group use if necessary. From time to time, LARC staff may reserve study rooms for conducting LARC business, if space is needed.
- **Rooms with specialized technology, including LARC 121, 122, 128, 136, and 137 must be reserved through the LARC Information Desk at 549-2415, in person at the LARC Technology Help Desk, or online through the Library's website (<http://csupueblo.libcal.com/spaces>).**

## Policies

### General Polices for All Study Rooms

- All use of study rooms will be governed by the Library's existing policies for [Computer and Internet Use](#) and general [Library Use](#).
- Users who do not adhere to these policies will be barred from future use of study rooms.
- Rooms should be left in an orderly fashion and all trash and recyclables properly disposed in available containers or removed from rooms.
- The library is not responsible for personal property left in rooms

### Polices for Study Rooms with Special Technology (1<sup>st</sup> Floor)

- The rooms may be reserved for up to 3 hours at a time and may be renewed once if the room is available.
- Technology support for these rooms is provided at the LARC Technology Help Desk.
- Users should check in at the Technology Help Desk at the time of their reservations and provide a University ID.
- The person under whose name the reservation is made will be responsible for missing or damaged equipment throughout the duration of the reservation period and will be required to sign a form stating their agreement to this responsibility.
- Help Desk staff will verify the reservation, open the study room, and check the equipment. Upon check-out Help Desk staff will verify that no equipment is missing or damaged.
- If the person reserving the room has not checked in within 15 minutes following his/her reservation, the room will be deemed available for use.

## Hours

Study rooms are available all [hours](#) the library is open. Rooms must be vacated 15 minutes prior to closing.