

University of King's College Library Group Study Room Policy

The Rare Book Consulting Room is available to University of King's College students, faculty, and staff, to be used for group study.

There must be a minimum of two students, faculty, or staff registered and present in the room. If there are fewer than two, students may be asked by Library staff to give the room to a waiting group. The maximum number of occupants for this room is six.

This room cannot be used for paid tutorials.

Reservations are limited to two one-hour blocks (or one two-hour block, if scheduling permits) per patron, per day.

Longer bookings may be made for the consultation of rare books, special collections, and archival materials. These bookings are made by Library staff on behalf of researchers; to book this room in this capacity, please contact the Assistant Librarian (Archives and Special Collections). Occupation of this room by a sole user is permitted if the user is consulting archival or special collections holdings.

The condition of the room is the responsibility of those who booked the room.

If there is a concern about the condition of the room, please inform the Circulation Desk staff immediately. Do not wait until the end of the booking. Current users of the room may be held responsible for any damage to the room.

The Group Study Room is not sound proof: please be respectful of the needs of fellow Library patrons by keeping the noise level to a minimum.

Please keep conversation to a minimum when travelling to and from the study room.

Do not leave valuables in the Group Study Room.

No food or drink is permitted in the Group Study Room.

The University of King's College Code of Conduct and the University of King's College Library Policy apply in the Group Study Room.