**GROUP STUDY ROOM POLICY**

1. Student(s) must sign up at the Reserve Desk.
2. Student(s) must present either a current Peralta student I.D. or a photo I.D. along with their student number when signing up for a group study room. Staff will scan or look up the I.D. number to verify the student is currently enrolled. Staff will book the room in the computer (time in, length of time needed.)
3. Only groups may use the Group Study Rooms: L-107 and L-108 for groups of two to five and L-109 and L-110 for groups of four to ten. If the number of group members falls below minimum room requirements, the group will be asked to leave.
4. Individuals may use L115 for extra quiet study.
5. Group study rooms are for two hours maximum use per study group, per day, for no more than two days per week. Rooms may be reserved up to one week in advance.
6. All group study rooms are for class-related study only, not meetings, faculty office hours, classes, or tutoring sessions.
7. If a group is more than 15 minutes late for their assigned study room time, that time and study room may be reassigned to another group.

1. When occupied, study room doors must be shut and locked, lights must be on and reasonable quiet must be maintained. Study room windows must remain uncovered at all times.
2. Disruptive behavior, as outlined in the *Library and Computer Use Guidelines* and *COA Student Code of Conduct*, may result in expulsion from the library, loss of library, college privileges. If asked to leave the library both a Library Incident and County of Alameda Sheriff’s Report will be sent to the Vice President of Student Services.

Eating, drinking, and talking on cell phones is not allowed anywhere in the library, including the study rooms. Viewing of non-class related online materials and streaming programs is prohibited.