

## AA57. Reservation Policy For Study Rooms

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Title: **Reservation Policy for Study Rooms**

Effective Date: October 19, 2018

Issuing Authority: Library Administration

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### 1. RATIONALE

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The RHU Library provides Study Rooms (SR) to RHU students upon reservation. SRs are intended only for collaborative study, and not for individual use or any other activities.

### 2. POLICY

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#### Rules for Using the SRs:

- SRs can be booked for a maximum of 2 hours anytime, renewable upon availability.
- When vacant, SRs will be made available to users on a first-come, first-serve basis.
- SRs are intended for the use of groups comprised of 2 or more users.
- SRs booked, but unoccupied after 15 minutes will become available to other students.
- The library reserves the right to cancel reservations if the need arises.
- Food and beverages are not allowed inside the library.
- Users must vacate study rooms no less than 10 minutes prior to library closing time.
- Keep noise to a minimum and all electric devices on low ringer or vibrate.
- Leave the room in good condition.

### 3. Questions/Comments

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If you have any questions or comments please email us on: [library@rhu.edu.lb](mailto:library@rhu.edu.lb)