Private Study Room Reservation Policy

Updated 10/29/26

Scope

This policy applies to all currently enrolled students, faculty, and staff utilizing private library study rooms for individuals or small group use. The policy applies to our existing library study rooms:

-Library Study room 107

Policy

1. Room Eligibility and Capacity

- Currently, there is only one library study room: library study room 107 which is intended for use by up to four people. You must be a currently enrolled Curry student or currently employed by Curry College to utilize library study rooms.
- This room cannot be utilized beyond library operating hours.

2. Reservation Procedures

- Study rooms may be reserved through the library's designated reservation system.
- Reservations may be made 5 minutes in advance in 1-hour increments for up to 2-hours total.
- When the reserved time expires, the room occupant(s) may choose to stay if there are no incoming reservations. The occupant(s) will be asked to leave upon the arrival of the next reserving person or group.
- Reservations are assigned on a first-come, first-served basis.

3. Check-In Requirements

- The reserving person must check in at the front desk at the beginning of the reservation period, as directed by library procedures.
- The reserving person must posses a valid Curry College ID.
- Reservations not claimed within fifteen (15) minutes past the scheduled start time may be canceled.
- Library staff may reassign unclaimed rooms to other users.

4. Room Use Expectations

- Use rooms primarily for academic purposes.
- Respect library and campus conduct policies and maintain an environment conducive to learning.
- No more than four people may use study room 107 at one time.
- Leave rooms clean and in good condition.

- Return furniture and equipment to their original arrangement before departure.

5. Cancellations and No-Shows

- Students who are unable to use a reserved room should cancel their reservation as soon as possible.
- Repeated no-shows or misuse of the reservation system may result in suspension of reservation privileges.
- Library staff reserve the right to cancel reservations when necessary due to operational needs or policy violations.

6. Reservation End Times

- Users must vacate rooms promptly at the conclusion of their reserved time.
- Extensions may be permitted only if no subsequent reservation exists.
- Personal belongings may not be left unattended to retain possession of a room beyond the reservation period.

7. Enforcement

- Library staff are authorized to enforce this policy and may ask users to vacate study rooms when policy violations occur.
- Failure to comply with this policy may result in loss of study room privileges and referral under applicable student conduct procedures.

Review

This policy shall be reviewed periodically by Library Services to ensure continued effectiveness and alignment with institutional needs.

By using this reservation form, you agree to abide by this policy.

Reserve Study Room 107 here:

https://curry.libcal.com/reserve/sr/107