

Michener Library Group Study Rooms Policy and Procedures

- Two group study rooms for student use on the 2nd floor are equipped with computers, large LCD panel monitors, and whiteboards. These rooms (room 249 in the northeast corner and room 226 in the northwest corner) are available by reservation.
 - The rooms are intended for groups of two to eight UNC students participating in collaborative work in the Library. Students may not reserve them for regularly scheduled seminars, classes, club meetings, or other extra-curricular activities.
 - Reservations may be made up to three weeks in advance at the Michener Library Circulation Desk or by phone at 351-2671.
 - A student checking out a room must show a UNC ID. The rooms are checked out for three hours, with one three-hour renewal upon request if the room isn't already scheduled within that time.
 - Keys and supplies are picked up at the Michener Library Circulation Desk. If the key isn't returned, the student who checked it out is responsible for paying for a lock change. The student in possession of the key is responsible for the equipment, furniture, and supplies. Please report any problems immediately so that the correct person can be held accountable, or so any technical problems can be resolved.
 - The rooms should be left clean, with trash thrown away in trash cans. The large tables with computers should be left in place to accommodate wiring, but the small tables and chairs may be rearranged within a room. Furniture should not be moved in or out of the group study rooms, and should be left neatly arranged upon departure.
 - Reserved group study rooms not occupied 15 minutes after the reserved time will be considered forfeited and be made available to others.
 - For technical assistance, contact the first floor Circulation Desk (351-2671) or the second floor Collections Desk (351-2465) and a call will be made to the UNC IT Technical Support Center.
- There is one additional room on the 2nd floor (room 258) available for reservation by small groups of students. This room includes tables, chairs, and a blackboard, but does not include computers or other technology. See the Circulation Desk for reservations and to pick up the key.
- There are four unlocked corner rooms on the 3rd floor available on a first come, first served basis. No reservations or keys are required.

UNC Libraries
August 2007

