

Michener Library Group Study Rooms Policy and Procedures

Two group study rooms (226 and 249) for student use on the second floor are equipped with computers, large LCD panel monitors, VCR/DVD players, and whiteboards. Two rooms on the third floor (318 and 327) for student use are equipped with furniture, chalk boards, and wireless network access. These rooms are available by reservation.

- Study rooms are intended for groups of two to eight UNC students participating in collaborative work in Michener 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.
- Anyone checking out a room must show a current 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 checked out at the Michener Library Circulation Desk. The student in possession of the key is responsible for the equipment, furniture, and supplies. Please report any problems immediately. If a key isn't returned, the person who checked it out is responsible for paying for a lock change.
- The rooms should be left clean, with garbage thrown away in trash cans. Furniture should not be moved in or out of the group study rooms.
- Reserved group study rooms not occupied 15 minutes after the reserved time will be considered forfeited and made available to others.
- For assistance, contact the first floor Circulation Desk (351-2671) or the second floor Collections Services Desk (351-2465).

There are two unlocked corner rooms on the east end of the third floor available on a first-come, first-served basis. No reservations or keys are required to use these rooms.

A screening room designed for small group viewing of video materials is available near the video/DVD collection on the second floor. Contact the Collections Services Desk (351-2465) for more information about the screening room.

Faculty may use locked study rooms on a walk-in basis. They may use a room for up to 3 hours if it is not reserved for students.

UNC Libraries
February 2010

