

Library Group Study Rooms

Purpose

Three group study rooms are available inside the West Windsor Campus Library for MCCC students working collaboratively or studying in small groups. These rooms are designed for groups numbering no less than three and, preferably, no more than ten. Please note that for students working alone or in pairs, the Library provides study tables, lounge seating, and carrels.

Guidelines and Procedures for Use of MCCC Library Group Study Rooms

- The Library defines an appropriate group size for the Group Study Rooms as no less than three persons and, preferably, no more than ten students currently enrolled at either the West Windsor Campus, or James Kerney Campus, or Dempster Fire Training Center or Virtual College.
- **Group study rooms are for academic research and collaborative study and are not to be used for regularly scheduled college courses, club meetings, or community group meetings.**
- Groups must report any study room or furniture damages at the time of admission to the room. Otherwise, groups will be held responsible for any unreported damages discovered after using the study room.
- Group study rooms are available on a first-come, first-served basis.
- Groups may use rooms for a maximum of 2 hours at a time, and may extend that time if all guidelines have been followed and no others are waiting.
- One member of the group **must** leave a **valid MCCC ID card** at the Circulation Desk at the time of the request to enter the room.
- Library staff has access to keys for the group study rooms, and will open rooms upon request. Please make sure that the room is in order when leaving. Be sure to report any problems with the room or furnishings when leaving.
- Library policies prohibiting **all** food, drinks, cell phones set to ring, or talking on cell phones are enforced in group study rooms. Infractions of this policy may result in revocation of group study room access privileges. Moderate-toned discussion is acceptable; however, noisy groups may have group study room access privileges revoked.
- The Library assumes no responsibility for personal materials left unattended.
- All users are asked to familiarize themselves with the MCCC student conduct guidelines available online in the MCCC Student Calendar/Handbook Rights and Responsibilities. In accordance with these guidelines, anyone engaging in prohibitive behavior will be subject to student disciplinary action.