

Collaboration Room and Group Study Room Usage Policy  
James E. Carter Library

1. Collaboration Room and Group Study Rooms are reserved for GSW Students, Faculty, and Staff, and SGC students
2. Reservations are only accepted for groups consisting of 2 or more people
3. To reserve the Collaboration Room:
  - a. Email [kay.bell@gsw.edu](mailto:kay.bell@gsw.edu)
  - b. Include date, time, number of persons, contact information for person making reservation
4. Reservations using ONLINE signup take priority
5. Three (3) hour time limit
6. Groups may request the same room no more than 3 times per week
7. Reservations are accepted up to one month in advance
8. Groups must complete their use of the room 30 minutes before the Library closes
9. If the group who reserved a room does not show up, the room reservation is forfeited at 10 minutes past the beginning reservation time
10. When the room is not reserved, it is available on a first-come, first-served basis
11. Please observe a moderate noise level
12. Please return furniture to its normal configuration following use
13. Both rooms are for academic use only, no gaming, watching of entertainment videos/movies, etc. allowed

Fall 2017