



ROBERTS
WESLEYAN COLLEGE



NORTHEASTERN
SEMINARY

Golisano Library

RESERVABLE GROUP STUDY ROOMS

Rooms 225 / 226

<i>Purpose</i>	To provide a reservable collaborative study/meeting space for faculty, staff & student groups.
<i>Available to</i>	RWC / NES Faculty, Staff & Student Groups
<i>Amenities</i>	Wireless internet access Table and chairs White board
<i>Room Use Policy</i>	Rooms are available for use during library hours only. Rooms are not intended for individual study, and have a capacity of 2-6 people Users are expected to maintain the same level of considerate study in the room just as the rest of the study rooms. Noise complaints may result in forfeit of reservation or loss of future reservation privileges. Not intended to be used as storage for personal items (backpacks, laptops, coats), personal office space, or lounge. Library not responsible for items left unattended. Room must be clean and left in order it was found.
<i>Expectations of Use</i>	Rooms are expected to be occupied for the duration of the reserved time. If the room remains unoccupied longer than 30 minutes the reservation of the room may be forfeit.
<i>Reserving a Room</i>	Rooms are reservable for faculty, staff & students through the library home page for a minimum period of 30 minutes to a maximum period of 4 hours. Groups of 2-6 people are permitted to reserve the space.

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How to Apply

Use LibCal on the library home page under ROOM RESERVATIONS
Contact the Resource Desk by phone, (585) 594-6949, or email
resourcedesk@roberts.edu if you have additional questions.

Key Sign Out

Sign out a key at the Resource Desk using your RWC / NES ID card.
The patron who reserves the room or a listed alternate are the only ones
who may sign out the key.
If a key has not been signed out 15 minutes into scheduled reserved time,
the room reservation will be cancelled and made available to other
groups.
Keys are loaned for a maximum time of 4 hours & should be returned to
the Resource Desk by the end of reservation.
Overdue keys will accumulate a fine of \$1.00 per hour.
The patron who signed out the key will be responsible for any fines
accumulated.
A replacement fee of \$30 will be charged for lost keys.

08/18