

LIBRARY USE AND STUDY ROOMS PROCEDURE

Procedure Section & Number:			Effective Date:	
Policy Owner:	Vice President Academic		Last Revised:	February 2, 2021
Policy Administrator:	Director, Student Services		Review Scheduled:	February 2, 2025
Approver:	Executive Committee			
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i>				

A. PROCEDURES

The following procedures provide the expectations for using the Library. It also defines the rules and requirements for using the study rooms, the making/editing/deleting of bookings, and the procedure followed for “no-shows”.

1. Library Use
1.1 Food and Beverages

- a. Food and beverages are allowed in all areas of the Library except for those excluded locations listed in section 1.1.i.
- b. All beverages must be in a spill-proof container, i.e., cups with lids, bottles with twist-off caps, sports bottles, or travel mugs.
- c. Avoid bringing messy, greasy, pungent-smelling, or noisy snacks that may damage library material or facilities and that may be distracting to others.
- d. The Library staff reserve the right to ask anyone to stop eating and remove food from the Library if they have received complaints.
- e. Any leftover food or utensils brought into the Library must be packed up or disposed of into available trash cans.
- f. Anyone refusing to put or throw away their food and containers will be asked to leave the Library.
- g. Report accidental spills to library staff as soon as possible and clean up immediately. Paper towels are located in the restrooms.
- h. Users are responsible for any damage to library property and equipment caused by food or drink.
- i. Exclusions: No food or beverages are allowed in the Library Computer Lab.

2. Study Rooms

2.1 Room Booking

- a. Library staff and students are both able to create/edit/cancel bookings using the room booking system.
- b. Library staff have administration privileges, while student users can only create, edit, and delete their personal bookings.
- c. The following information will be collected when making a booking; Full name, Keyano student email address (@keyanomail.ca domain is the only format accepted), and phone number.
- d. Room bookings should also include the number of users to help with room use statistics.

2.2 Reservations

- a. Study rooms are reserved online via Keyano Library's Booking System, LibCal, or in person at the Library's Information Desk.
- b. Rooms are available for booking up to seven (7) days in advance.
- c. Rooms are booked in 15-minute increments.
- d. Students can make bookings up to one week in advance.
- e. Staff can make bookings for any future date.
- f. Prior to booking, please note the maximum occupancy listed for each room. If the group is larger than the maximum occupancy, you will be asked to vacate the room.

2.3 Modifying a Booking

- a. Room users are expected to cancel/modify bookings they have created using LibCal as required to ensure the study rooms are accurately showing as available in the calendar to other potential users.
- b. Failure to cancel a booking that is not required will initiate the three-strike "no-show" process.
- c. If a room is not required for the duration of booked time, users should modify their booking and notify library staff.

2.4 Booking Limits

- a. A group can book for up to 3 hours per day.
- b. Bookings can be continuous or separated throughout the day as long as they do not exceed the daily maximum use of three hours.
- c. Block booking (multiple members of a group booking consecutive time periods) is not permitted.

2.5 Room Use - Room Capacity and Group Size Requirements

- a. Study Rooms each have a maximum capacity of 8 people.
- b. Bookings require between 2 and 8 students.
- c. Study rooms are not available for individual study. Individuals studying alone will be required to vacate the room.
- d. In rare circumstances library staff may approve individual use of a study room but group bookings will always take priority over individual use.
- e. Study rooms cannot be booked by community members, alumni, staff, or faculty.

2.6 Rules and Expectations

- a. Check-in is required at the Information Desk in the library before a group may enter a study room.
- b. A minimum of two (2) group members must be present within the first 15 minutes of the booking, or the booking will be cancelled.
- c. Personal items belonging to the room user(s) shall not be left unsupervised and library staff are not responsible for items left in the room unsupervised during or after a booking.
- d. Items left unattended for longer than 15 minutes will be removed by College security, and the booking will be cancelled.
- e. Tools such as whiteboard markers, erasers and cleaners may be requested from library staff. The library does not guarantee the availability of these items.
- f. Users are expected to remove garbage and clear whiteboards after use.
- g. The study room should be left in the same or better condition than it was found in.
- h. Items borrowed from library staff should be returned at the end of the booking.
- i. Stipulations around food and drinks can be found in the Library Use Policy. .
- j. Study Rooms must be vacated 15 minutes prior to the closing of the Library.

2.7 Room Misuse and Abuse

- a. In the event a group does not arrive to the library for their room booking within the first 15 minutes, library staff will cancel the booking and send an email to the associated student.
- a. In the event a student has a second booking and does not arrive or cancel in advance, library staff will cancel the booking and a second email will be sent notifying the associated student.
- b. After the third instance of a student booking the room and not arriving, the booking will be cancelled, an email will be sent, and the student will lose the ability to make future bookings on their own for the remainder of that semester. Future bookings can be made for the student by library staff only.

- a. This three-strike system will reset at the beginning of each academic term.
- b. Abuse of the Library Use Policy may result in loss of booking privileges.
- c. The Library reserves the right to cancel any reservation without notice for violation of the booking procedure.
- d. The Library reserves the right to deny room access to any group or individual for misuse or inappropriate behaviour.

2.8 Calendar Adjustments

- a. Library staff will adjust the calendar availability to reflect library hours.
- b. In the event the library needs to close for any reason during regular hours, staff will adjust the calendar accordingly.
- c. If a booking has already been made during the anticipated closure, staff will contact the affected student(s) via e-mail and/or phone to notify them.

B. DEFINITIONS

- (1) **LibCal:** Means room booking platform used by the Keyano College Library to manage use of the Library Study Rooms.
- (2) **Library:** Means the Keyano College Library.
- (3) **Room User:** Means Keyano College Student who is booking and using the study rooms in the Keyano College Library.

C. RELATED LEGISLATION

- Not Applicable

D. RELATED DOCUMENTS

- [Library Use Policy](#)
- [Library Technology Use and Management Policy](#)

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
02/02/2021	New	All	Library Acquisitions and Access	Information Librarian

			Technician; Circulation Support Specialist	
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