Study Rooms

Study room keys may be checked out at the Main Circulation Desk for general MSSU student/faculty use. Students may check out study room keys for two hours and may not reserve more than a week in advance. Reservations can be made in person at the Main Circulation desk or online via the libguides (http://libguides.mssu.edu/reserve-library-study-room).

If a reservation is made online it will be processed from 8am to 5pm, Monday through Friday. Any reservations made online after 5pm will be processed the next business day. Room keys may be renewed twice unless there is a reservation or request for the room. The key may not leave the building. Student IDs will be held at the desk until the key is returned.

Faculty and Staff will not be asked to leave their ID and may check out the room for longer periods of time if reserved ahead of time with either Melissa or the Circulation Specialist.

The individual who has the study room checked out is responsible for all use made of the room, including any damage, and should be present at all times. Individuals/groups are responsible for returning the room to the same condition as when they entered. If a study room is found to be in unsatisfactory condition, the Circulation Desk should be notified immediately to avoid being held responsible for any damages.

If a maintenance staff member has to do extensive cleaning of the room (clear cups or bottles off the table, sweep or clean food residue off the floor or furniture, etc.) the person who checked out the room will be billed for the custodian’s time. If the bill is unpaid, an encumbrance will be placed on that patron’s record.

The room should be locked before returning the key to the Circulation Desk. If the key is returned and the room is found unlocked, a fee may be added to the patrons account.

At that time, all items and persons must be vacated from the room. The library assumes no responsibility for personal possessions in the study rooms. At that time, all items and persons must be vacated from the room.

Failure to abide by the study room policy may result in being denied room access. If a student or group violates this study room policy, he/she or they will be referred to the MSSU Dean of Students.

The following rooms are available for check out and can be reserved at the Main Circulation Desk (x9362):

A. Room 203-1 table, 4 chairs
B. Room 204-5 tables, 10 chairs, 1 TV, 1 whiteboard, 1 computer
C. Room 205- 1 table, 4 chairs
D. Room 210A-2 tables, 8 chairs, 1 white board

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E. Room 210B - 2 tables, 8 chairs, 1 white board
F. Room 210C - 3 tables, 10 chairs, 1 white board, 1 projector, 1 computer
G. Room 230 - 2 tables, 8 chairs, 1 white board
H. Room 408 - 2 tables, 8 chairs
I. Room 422 - 2 tables, 4 chairs
J. Room 424 - 4 tables, 8 chairs, 1 TV/DVD/VHS player
K. Room 426 - 1 table, 4 chairs
L. Room 410 – 6 tables, 12 chairs, 1 podium
M. Room 420 - 9 tables, 29 chairs, 1 computer, 1 map, 1 white board, 1 projector, 1 DVD/VHS player

This room is for authorized groups of the Campus Activities Board. An Advisor for a group may contact the library to reserve the room and identify a designated student for checkout.

The following are available for special use:

A. Room 413 is for quiet studying only. This means no conversations or discussions, no music, video or any other form of noise. This room is designated as a quiet space for studying and is enforced by library staff.
B. Rooms 214 is for library use only.
C. Room 418/419 is used for library instruction and IT training only. It is not available for other scheduling.
D. Room 439 is for use by hearing impaired patrons or for use by students referred by the Coordinator of Disability Services (Lori Musser).

The coffee shop area, stage, 1st floor computer lab, room 413A, and classroom 420 are scheduled through the Library Director’s office, 625-9386.

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