

# Media Group Study Room Use Policy

The Media Group Study Room is located on the 4<sup>th</sup> floor of the Main OHSU Library. It is the only room OHSU students may reserve in advance. All other study rooms may be used on the first come, first served basis.

- **Reservations can be made at the OHSU Library Service Desk or by calling (503) 494-3460 during Library open hours.**
- OHSU students with valid OHSU identification may reserve the room.
- May be reserved for a maximum of 4 hours at a time.
- May be reserved up to two weeks in advance.
- Only 1 reservation can be made per user per day.
- Preference for using the room is given to those using the equipment (eight data ports; two LCD screens; DVD/VCR).
- The space is intended for groups (two or more users actively using the room).
- When not reserved, it is open on the first come, first served basis.
- Those using the room without a reservation must vacate the room upon request when there is a valid reservation.
- After 30 minutes if a group fails to appear, the reservation can be cancelled by Library staff and the room can be scheduled for another group.
- Maintain a moderate noise level so as not to disturb other Library users.
- Do not leave items unattended in the room. OHSU Library is not liable for loss or damage to personal property.
- Clean the room after use (including erasing the whiteboard).
- Please report any problems immediately to the Service Desk.