

Small Group Study Room Policies

Pitts Theology Library offers 7 small group study rooms that can be booked by current Emory students, faculty, and staff. Rooms are intended for groups of 3 or more people, though some of the rooms are available for individual study. Each room is equipped with a 65-inch LED display with HDMI and VGA hookups, and most rooms have glass whiteboards with markers. All small group study room bookings are limited to 2 hours. Room reservations can be made up to 1 week in advance using the [LibCal](#) system, and access to the rooms is granted via prox card that is checked out at the circulation desk. Please review the room use policies below before booking a space.

- Use is limited to current Emory students, faculty, and staff.
- Reservations are required for use of the small group study rooms. The person in whose name the reservation is made must be with the group in the study room.
- The requester must be present within the first 15 minutes of a reservation, or the reservation is forfeited.
- Rooms may be reserved up to 1 week in advance. Recurring reservations are not permitted.
- Rooms are booked using the LibCal software. Circulation staff can place holds on rooms on behalf of users also.
- Individuals may reserve a room for a maximum of 2 hours per day. Larger groups may reserve rooms longer by each person booking the same room consecutively for 2 hours.
- Patrons will provide their Emory IDs or photo identification at the Circulation Desk to receive an access card for group study rooms. Late fees for returning the cards will apply at a rate of \$1 per hour. Cards will be magnetized and must stay in the library building. Patrons who return cards more than 12 hours late or who lose a card will be charged a \$30 replacement fee. Repeated late returns or card losses may result in loss of ability to use the rooms.
- When a reservation ends, the reservation holder is responsible for returning the card and the group must vacate the room at that time.
- Snack food and drinks in covered containers are permitted in the small group study rooms.
- Furniture from other areas of the library may not be moved into the group study rooms, and group study room furniture must remain in the study rooms.
- Students are expected to clean up after themselves, and to return the room card to the circulation desk upon departing. Clean-up fees may be charged if a room is left with debris.
- Failure to use the room for its specified purposes may result in loss of room booking privileges.
- Any exceptions to the policies listed above (including for faculty or academic-related purposes) will only be approved by the Head of Acquisitions & Access Services.

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