

Large Study Rooms and Lecture Hall Use Policy

Large Study Rooms (CST 368 and 369)

There are two large group study rooms on the 3rd floor of Pitts Theology Library, intended for the following purposes:

- Library workshops, presentations, and instructional sessions
- Seminars and classroom meetings for classes in the Candler School of Theology
- Study space for student study groups that are too large to fit into a small group study room (7-12 people)

Rooms may be booked using the [25live room](#) booking system. This should be done at least 48 hours in advance to ensure that the process can be completed by the time of your reservation. Students wishing to book this space for study purposes should contact the Candler Events office to request the space.

- Patrons must show Emory IDs or other photo identification at the Circulation Desk to be allowed into the room. Room cards are checked out using the library system, and room cards must stay in the library building. Late fees for returning the cards apply at a rate of \$1 per hour; people who return cards more than 12 hours late will be billed a replacement fee of \$30. Repeated late returns or card losses may result in loss of room booking privileges.
- Rooms may be booked for up to 3 hours at a time. Groups are limited to one reservation per day.
- Snack foods and drinks in covered containers are permitted.
- Furniture from other areas of the library may not be moved into the large 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.

Lecture Hall

The Pitts Theology Library has a Lecture Hall on the 3rd floor of the library. The room offers view of Rudolph Courtyard, and it includes a screen, projector, computer, and sound system. The lecture hall offers seating for up to 64 people in a lecture hall style or up to 46 people at tables.

The room may be booked using the [25live room](#) booking system, and bookings should be requested at least 48 hours in advance in order to ensure that the process can be completed by the time of your reservation. For questions about this space and its function in the library, contact Myron McGhee, Coordinator of Circulation Services at: libmbm@emory.edu.

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