Study Room Rules and Procedures

The person who checked out the access card is responsible for the entire group. Study rooms are to be used for University-related purposes only. Please work quietly, with the door closed. Patrons may make one reservation per day, up to one week in advance.

Current UHD students may check out a room for two hours by presenting a UHD student ID card at the Information Desk.

Priority is given to groups of three or more. If your group is smaller than the minimum occupancy posted on the room you may be asked to yield the room to a larger group. Study space for individuals or small groups is available in the reading room at the west side of 4-North.

By checking out a study room you accept responsibility for maintaining the condition of the room and all of its furnishings and equipment. Please clean up after yourself.

Person who checked out the access card may renew once in person by presenting the student ID card, if there are no other groups waiting to use it.

There is a $5 per hour late fee, not prorated, for failure to return an access card after each two-hour check-out period ends.

Access cards must be returned to the Information Desk ten minutes prior to closing (9:50 p.m. Monday – Thursday, or 5:50p.m. Friday through Sunday).

Group must leave the room when card is returned. When leaving a study room make sure that the door locks behind you, and that nobody remains in the room. Otherwise you will be held responsible for subsequent damage to the room and its equipment.

People found using a card-access study room without having it currently checked out will be asked to leave. If the person who checked out the card is not in the room, the group may be asked to leave.

Dry-erase markers, erasers, and cables for presentation equipment are available for check out at the Information Desk.

Study rooms without card access are intended for use by two people or more. They may be used without notifying library staff.

The above rules are in compliance with the UHD Student Rights and Responsibilities Policy (PS 04.A.01). See
Repeated violation of the above rules may result in revoking your privileges to check out study rooms for a minimum of 4 class weeks and possible pursuit of discipline at the University level in accordance with PS 04.A.