LIBRARY WEST GROUP STUDY ROOM POLICIES

There are 16 group study rooms in Library West available to enrolled UF students. These study rooms are provided for groups of two or more and are not for individual use. Due to vandalism, library staff will check the condition of each room between groups.

RESERVATION/CHECKOUT PROCEDURES

- **Make a Reservation**
  Students must make a reservation for a group study room using D!BS online reservation system by using a computer or smartphone: [http://ufl.evanced.info.dibs](http://ufl.evanced.info.dibs) The system will prompt students to login with the Gatorlink Username and Password.

- **Only One Reservation at a Time**
  You may only make one reservation until you *fulfill* that reservation or *cancel* that reservation.

- **Show up to the room on time**
  Show up to the room with at least one other member of your group. If the room is empty, go on in and enjoy. If there is a group still in the room, show them your D!BS confirmation message.

- **We have equipment you can borrow & use in the rooms**
  You can borrow netbooks, cables, apple adapters, and/or dry erase markers and erasers when you pick up your key at the 2nd Floor Circulation Desk.

- **Please Be Considerate and Clean**
  - Capped drinks and simple snack foods only. Absolutely no hot or messy food items allowed.
  - Rooms are not soundproof so please keep conversations at a moderate level.
  - Before leaving the room, please throw away all trash and double-check that you have not left anything behind. For example: chargers are often left in the outlets.

POLICIES AND GUIDELINES FOR USE OF GROUP STUDY ROOMS IN LIBRARY WEST

- The assignee must be a current UF Student and is responsible for the key and condition of the room.
- The walls and windows may not be covered or altered by users of the room.
- Rooms must be ready to use when vacated by the assignee. No personal items may be left behind.
- Do not move library furniture into study rooms.
- Furniture, whiteboard, marker and eraser must stay in the study room or be returned to the circulation desk if they were checked out.
- Capped drinks and simple snack foods only. Absolutely no hot or messy food items allowed.
- Rooms are not soundproof. Please be considerate.
- DO NOT leave the room unattended - the library is not responsible for the loss or theft of personal property.
- Lock door securely and turn off lights and equipment when leaving the room.

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