



### Study Room Reservation Policies (Austin Campus)

- The group study rooms in Building A (Rooms 201 – 204) may be reserved for groups of 3 or more students
  - Reservations may be made using the clipboard located in the library at the circulation desk
  - Students may reserve a study room for up to 2 hours at a time. At the end of the initial 2-hour reservation, students may reserve the room for an additional 2 hours if no one else has signed up to use the room after them
  - Reservations always take precedence over unscheduled usage. While you are not required to reserve a room, making a reservation helps to guarantee your use of the room
- The group study rooms in Building B may be reserved using the touch screens located outside of each room. Instructions for using the touch screens may be found here: [https://my.usa.edu/ICS/icsfs/touchscreen\\_scheduling\\_11\\_26\\_2014.pdf?target=799b269e-efd1-443a-a2e8-c94616d7eb7c](https://my.usa.edu/ICS/icsfs/touchscreen_scheduling_11_26_2014.pdf?target=799b269e-efd1-443a-a2e8-c94616d7eb7c)
- The small study rooms located inside the library are available strictly on a first-come, first-serve basis. The small study rooms are intended to be used by individuals or small groups of students engaged in quiet study