



OUGL GROUP STUDY ROOM USE POLICY

Who may use group study rooms?

- University of Washington students, faculty and staff in need of group study space for two or more people may reserve rooms.
Note: UW disabled students may schedule a room as a single user.

What rooms are available in OUGL?

- Map showing the location of [13 study rooms](#) on the second and third floors:

Room 222 4 users	Room 223 4 users	Room 224 8 users	Room 316 8 users	Room 317 8 users
Room 322 6 users	Room 323 4 users	Room 324 4 users	Room 325 6 users	Room 331 8 users
Room 332 8 users	Room 333 6 users	Room 346 7 users	Room Measurements	

- Rooms are set up conference style and have white boards. Pens and erasers for the white boards are included when a room is checked out.
- Rooms 222, 223, and 224 have data connection. All other rooms can access wireless Internet if the computer in use has a wireless Internet modem.
- Rooms 222, 223, 224, 331, 332, 333 and 346 have monitors and VCR/DVD players.

How may the rooms in Odegaard be scheduled?

- *Online* at <http://www.lib.washington.edu/services/facilities/studyRooms/>

What is the procedure to follow on the day of the reservation?

- **You will need a key to gain access to study rooms.** On the day and time scheduled, the group checks out the room key at the [Information/Checkout Desk](#). University of Washington identification is required.

What are the policies for using the rooms?

- The reservation will be canceled if a group arrives 10 minutes or more after the scheduled start time.
- ***Furniture and white boards are not to be added to or removed from the rooms.***
- Rooms may be reserved for up to 2 hours. Please have consideration for other groups needing rooms and limit scheduling the rooms to two consecutive bookings.
- There is no food permitted in OUGL, and no drinks unless they have a spill proof lid.
- Using the TV monitors to play games is not permitted in any of the rooms.

Is there other information to know?

- Key/pens/eraser containers are to be returned by the due date and time to avoid a fine.
Reserve library fines accrue hourly for overdue items.
- The OUGL Library Monitor will check the rooms periodically and ask for ID's.
- Questions or problems concerning the group study rooms may be directed to the Information/Checkout Desk (206-543-2990), or the OUGL Library Monitor.