UIWSOM Library Study Room Policy

The following applies to using a study room in the SOM Library:

**During business hours**

1. Study rooms are available for checkout only to UIWSOM students with a valid student ID.
2. Noise levels are to be kept to a minimum.
3. Only foods and snacks that adhere to the SOM Library Food Policy are allowed in the study rooms.
4. Study rooms can be checked out for four hours at a time. A renewal may be requested if no one else is waiting for a room.
5. Rooms are to be kept clean. Please ensure that all trash is placed in the trash bin before exiting the room.
7. The student whose ID card was used to check out the key is solely responsible for returning the key on time. An hourly fine will be assessed when the room becomes overdue.
8. The keys to all Group Study rooms are due back to the Reference Desk 15 minutes before the library closes.

**Study room use outside of business hours**

1. When the library reference desk is closed, study rooms remain open for student use.
2. SOM Library Food Policies continue to apply to all study rooms.
3. Rooms are to be kept clean. Please ensure that all trash is placed in the trash bin before exiting the room.

**Study room reservation policy**

1. Current UIWSOM students, faculty, and staff may reserve a study room at the SOM Library website.
2. A person may reserve a study room in 15-minute increments up to a maximum of 4 hours per individual per day.
3. All persons reserving a room will receive an email confirming their reservation.
4. Students with a reservation must check in at the reference desk to check out the study room key.
5. If you are more than 15 minutes late for your reservation, the room may be checked out to other learners.