

Southern University-Baton Rouge

John B. Cade Library

Policies for Individual and Group Study Rooms

- Individual/small group study rooms are intended to support academic work by Southern University students.
- Individual/small group rooms may be used until 10:00 pm. Sunday thru Thursday and until 4:50 p.m. on Saturday.
- Upon presenting a valid Southern University Student ID at the 1st floor Ask Here Desk, students will be given a key to access individual/small group study rooms. The key must be returned to the 1st floor Ask Here Desk.
- The maximum usage time for an individual or group study room is 3 hours, but can be renewed for additional time if no one is waiting to use the room. To renew, students must check the key out again at the 1st floor Ask Here Desk.
- Individual and group study rooms may be reserved, but individuals must be present no later than 15 minutes after the reserved time, or forfeit the room.
- Individual/small group study rooms can **accommodate up to 3 persons**. For larger group accommodation, check at the 1st floor Ask Here Desk.
- Drinks in covered containers are allowed, but food is not.
- Please immediately report any damage or malfunctions of equipment to the librarian on duty at the 1st or 2nd floor Ask Here Desk.
- Loss of key will result in suspension of usage of individual carrels and group study rooms for a semester. A replacement fee of \$25.00 plus fine for late return of a key will be placed on the student's billing statement. **Students will be charged a \$1.00 per hour fine for late return of the key.**
- When using study carrels, lights must remain on, and nothing can be placed over the door windows.
- Public use of study or group rooms is allowed but not for commercial purposes. University requests take immediate priority if needed.