

American International College
James J. Shea Sr. Memorial Library Study Room Policy

Shea Memorial Library has a variety of study rooms located on the first and second floors of the library. In keeping with the library mission statement student study groups have priority over all other activity.

The four glass rooms located on the first floor are available on a first come, first served basis, and do not need a reservation. All other rooms must be reserved for use.

Study room occupants are expected to adhere to all standard library policies:

- Three hour reservation limits during academic term & exam periods.
- No reservations needed during breaks & summer.
- Reservations are honored up to 15 minutes past start time.
- Walk-ups will be accepted if a room is available.
- Groups of two or more have priority over single study use.
- Food and beverages are allowed in the study rooms. Students must be neat and dispose of trash properly.
- Groups conducting very loud discussions may be asked to lower their voices. If excess noise continues, library staff may ask those individuals to find another building to conduct their session.
- Shea Library assumes no responsibility for personal property left in study rooms. Any personal items left behind will be placed in lost and found.