

# Yavapai College Library Collaborative Rooms Room Use Policy & Procedures

November 14, 2017

## POLICY

The Library's Collaborative rooms are intended to provide students, faculty, and staff of Yavapai College with a place for group use. Community members and guests are also welcome to use these rooms.

### Limits to Use:

Rooms are not to be used for the following activities:

- Regularly scheduled classes
- Seminars or lectures
- Commercial activities
- Regularly scheduled faculty office hours

## PROCEDURES

1. All Collaborative rooms are intended for group use of 2 or more people.
2. All rooms inside the Library must be reserved at the Circulation Desk. Rooms that have not been reserved may be reserved by *walk-in* patrons on a first-come first-served basis.
3. Individuals may use available Collaborative rooms, on a walk-in basis but must be prepared to vacate immediately when a group with a reservation arrives.
4. **YC Students, faculty and staff** can make a reservation in advance or by walking in—one reservation per student, per day, in half-hour increments up to 2 hours. Room reservations may be made up to one week in advance.
5. **Community patrons** can use a room for up to 2 hours max per group, per day. No advance reservations are allowed for community members. Computers in Collaborative rooms are unavailable for use but personal laptops can be connected to the monitors in the study rooms.
6. Every effort should be made to ensure that other Library users are not disturbed by room conversations. These rooms are not soundproof. Loud discussion is prohibited. Equipment should be played at low volume.

7. The Library is not responsible for personal items left in the rooms. Items found unattended will be kept at the Library's lost-and-found at the Circulation Desk. If not claimed, items will be sent to Campus Lost & Found.
8. Conflicts arising from the use of the Collaborative rooms will be resolved by a Library staff member.
9. Rooms are to be returned to their original condition when leaving. All Library materials should be removed from the rooms after use. Please clean the white board, return markers and any other equipment to the Circulation Desk. Repeated failure to do so will result in the loss of room use privileges.

Reservation Procedures:

1. All rooms are available for reservations via walk-in.
2. YC students, faculty and staff can make advance reservations by walk-in at the Circulation Desk or by phone: 776-2260 (Prescott), 634-6541 (Verde Valley.)
3. Reservations are nullified if a group has not arrived during the first 15 minutes of the reservation.

Cancellations:

Please notify the Circulation Desk of any cancellations. Repeated failure to cancel a reservation in a timely manner will result in a loss of reservation privileges.

Level of Support:

For hardware and software assistance while using the Collaborative rooms, please see the Reference Desk staff.