

Room Use

Students

Study rooms are open to Utica College students for academic purposes. This could include: research/study partners, project or presentation teams, or lab groups.

Clubs or Organizations

Rooms are not available to social groups or student organizations.

Faculty/ Staff

The rooms are not available for use by faculty/ staff. This includes using the space for classes, review sessions, or meetings.

Room Reservations

- To reserve a group study room in advance call (315) 792-3041.
- Reserve rooms up to 7 days in advance. When not reserved, rooms may be available for on-demand sign-out.

Room Check Out

- Check out rooms at the Circulation Desk. Utica College IDs are left at the Circulation Desk for the entire duration of the checkout period.
- Checkout Periods:
 - All student users = 3 hours (*three IDs required*) with possible extensions when available
- Library staff reserve the right to refuse or limit the use of the group study rooms. Repeated misuse of group study rooms may result in revoked privileges.

User Responsibilities

- Personal materials and library books may not be left unattended in the group study rooms for extended periods of time.
- Prior to returning the room, groups are responsible for clearing the space and cleaning the white board. Please report any misuse of, or issues with study rooms to the Circulation Desk.