

Sterling C. Evans Library & Annex Study Room Policies

Both the Evans and Annex buildings have group study rooms. Evans Library also has individual quiet study rooms. Rooms are available for use by current Texas A&M University students, staff and faculty for academic activities (i.e. studying for a class, course related projects, research). The following guidelines are intended to make study rooms available to all guests in the fairest manner possible. Any questions regarding room reservations and availability should be directed to the first floor desk of the Evans Library or Annex.

Note: These rooms are NOT set up or intended for interviews

Room Amenities

- Chairs, writing surface and electrical outlets.
- Wireless Internet Access is available throughout the library.
- Most group rooms have a whiteboard or chalkboard. Dry erase markers and dustless chalk are provided. Please leave them in the room. Ask at a service desk if more are needed.
- Keys do not need to be checked out from the desk. Rooms are unlocked.

Group Study Room Guidelines

- Group Study Rooms are intended for 2 or more people involved in a collaborative academic activity. Individuals should use the [individual study rooms](#) located in the Evans Library. Groups engaging in individual study may use one of the Libraries' open study areas.
- Group Study Rooms are **NOT** intended for non-academic or non-affiliated group meetings. Examples include sorority/fraternity activities, University organization or club activities, community activities, etc. Use of the rooms for these purposes may result in forfeiture of the room.
- Talking is permitted in Group Study Rooms, but please be mindful of your neighbors who are also studying nearby.
- Group Study Rooms are [available for reservation](#) up to a week in advance for up 4 hours per day.
- **The Library reserves the right to relocate reservations for group study rooms to smaller group or individual rooms as necessary.**

Individual Quiet Study Room Guidelines

- Individual Quiet Study Rooms are intended for quiet individual study. Groups of 2 or more should [reserve a Group Study Room](#).
- Talking, cell phone use, video chat (Skype, etc.), use of speakers is **NOT** allowed in the individual rooms. Abuse of this guideline may result in forfeiture of the room.
- Individual Quiet Study Rooms on the 3rd floor of the Evans Library are [available for reservation](#) up to a week in advance for up to 8 hours per day.
- Individual Quiet Study Rooms on the 4th floor of the Evans Library are available on a first come, first served basis.

Conditions for Using Any Study Room

- **Do not leave items unattended in the rooms.**
- Study rooms are meant to support academic study and research.
- Food and beverages are permitted in the rooms adhering to the [Food and Drink Guidelines](#). Respect your fellow Aggies - please clean up after yourselves.
- The person reserving the room **must be able to provide** a picture ID and confirmation of the reservation (printed or digital) upon request.
- **Reservations are to be made only for specific uses.** Reserving a room “just in case” or blocking out a room with repeated or back-to-back bookings by different members of a group prevents fair access by all patrons. **The Library reserves the right to limit future study room use if the system is abused.**
- **Inappropriate conduct such as excessive noise, fighting, sleeping, writing objectionable language on the whiteboards/chalkboards or sexual acts is not permitted. The Library reserves the right to remove users from rooms based on inappropriate conduct, limit future study room use, and follow up with appropriate University authorities.**
- Damage should be reported immediately to the main service desk. Unreported damage will be treated as an act of vandalism and reported to University Police for follow-up.
- Windows in the doors may not be blocked at any time. Library building monitors help ensure the safety of our guests and need the ability to look inside all rooms.
- Furniture may not be moved into or out of study rooms.