

## **Sterling C. Evans Library & Annex Study Room Policies**

Both the Evans and Annex buildings have group study rooms. Evans Library also has individual study rooms 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). All study rooms are unlocked. The following guidelines are intended to make study rooms available to all guests in the fairest manner possible.

***Note: These rooms are NOT set up or intended for interviews. The Library has extremely limited space for this purpose. If you have the need for an interview room, please ask the staff at the Evans Ask Us Desk well in advance of your interview.***

### **Room Amenities**

- Chairs, writing surface and electrical outlets.
- Wireless Internet Access is available throughout the library.
- Group rooms have a whiteboard or chalkboard. Dry erase markers or dustless chalk is provided. Please leave them in the room. Ask at a service desk if more are needed.

### **Group Study Room Guidelines**

- Group Study Rooms are intended for 2 or more people. Individuals should use the individual study rooms located in the Evans Library.
- Group Study Rooms are **NOT** intended for non-academic student group meetings or for non-student group meetings. Examples include sorority/fraternity, University 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 available for [reservations](#) up to a week in advance for up to four (4) hours per day. To ensure the use of a room, you must make a [reservation](#).
- Keys do not need to be checked out from the desk. Rooms are unlocked.
- The person reserving the room, **must be able to provide** a picture ID and confirmation of the reservation (printed or digital) upon request.

- **Do not leave items unattended in the rooms.**
- 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 Library reserves the right to relocate individuals from larger group study rooms to smaller rooms if a larger group needs the space.**
- **The Library reserves the right to limit future study room use if the system is abused.**
- Any questions regarding room reservations and availability should be directed to the first floor desk of the Evans Library or Annex.

### Individual Study Room Guidelines

- Individual 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 Study Rooms on the 3rd floor of the Evans Library are [available for reservations](#) up to a week in advance for up to 8 hours per day.
- Individual Study Rooms on the 4th floor of the Evans Library are on a first come first serve basis.

### Conditions for Using Any Study Room

- Study rooms are meant to support academic study and research.
- **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.
- Large furniture, such as tables and couches, are not to be placed inside study rooms.