

Kent Library Study Room Policy

Kent Library student study rooms are spaces for student study and collaboration.

- Reserving Student Study Rooms:
 - Only currently enrolled Southeast Missouri State University students can reserve student study rooms.
 - Southeast faculty, staff and community guests cannot reserve student study rooms.
- Reservation Guidelines:
 - Student study rooms can be reserved for times from 1 to 3 hours.
 - You can make up to 3 reservations in a day, not to exceed 3 hours.
 - You can make no more than 3 reservations in a week.
 - Reservations can be made up to 1 week prior to the desired date, but no less than 1 hour in advance.
 - If 15 minutes after the reservation start time, a group/individual fails to appear, a reservation may be cancelled by library staff and the student study room made available to another group/individual.
 - Each student study room has a minimum and maximum occupancy. Groups/individuals that do not meet the minimum occupancy number, may be asked to move to accommodate a larger group—regardless of whether or not a reservation was made.
 - Library staff may change a reservation in order to make the most efficient use of the student study spaces.
- Student Study Room Protocols:
 - Please do not leave your belongings unattended as they are vulnerable to theft.
 - Student study rooms are not soundproof. Please be considerate of others studying nearby.
 - Before leaving, tidy the student study room for the next individual/group by erasing whiteboards, returning furniture to its original position and disposing of garbage.
- Kent Library staff reserve the right to cancel reservations that are in violation of the policy, guidelines or protocols.
- Unreserved student study rooms are available to Southeast Missouri State University students on a first come, first served basis.

If you have any questions or concerns, please contact the Circulation Desk at 573-651-2232 or email us at circulationdesk@semo.edu