

Cook Library Room Usage Guidelines

General Guidelines for Cook Library Art Gallery, Cook Library Room 123, and Cook Library Room 110:

- The first priority for Cook Library Room 110 and 123 use is for University Libraries' functions and instruction. If a room is not needed by University Libraries, it may be reserved for university faculty or staff. Student organization advisers should reserve a room for student organization use. Standing meetings will not be scheduled for these rooms.
- This form must be submitted at least three business days (Monday - Friday, excluding university holidays) in advance of your meeting.
- Reservation requests must be made by a university employee. Student group advisers must reserve the room for student group use.
- Scheduled meetings may begin thirty minutes after the library opens and must conclude thirty minutes before the library closes. Meetings scheduled in Cook Library Room 110 must end by the earlier of either 9p.m. or 30 minutes before closing. Check library hours to confirm hours of operation.
- There is no charge for use of the room; however, groups may be liable for damages, lost equipment, or cleaning costs.
- Deliveries of food, equipment, or other items are the responsibility of the group reserving the room and such deliveries should be made during the time the room is reserved.
- The room must be left in good order. Chairs and tables must be returned to their original location, food disposed of, and the door locked.
- Meeting attendees must enter and exit through the library's public entrance located at the north end of the building.
- Meeting attendees must abide by the library's Acceptable Behavior Policy.
- Problems with the room should be reported to the appropriate library assistance desk listed below. Technical assistance with equipment and/or internet access may be limited during evening and weekend hours.
- Cook Library Art Gallery and Room 123 – Circulation Desk
 - 601)266-4250
- Cook Library Room 110 – Research Services Desk in the Learning Commons
 - (601)266-4249
- The room key should be checked out prior to the meeting and returned to the appropriate library assistance desk immediately after the meeting concludes.
- Cook Library Art Gallery and Room 123 – Circulation Desk
- Cook Library Room 110 – Research Services Desk in the Learning Commons

General Guidelines for Cook Library Group Study Rooms:

- Group study rooms are intended to provide space for collaborative work and study for groups of two or more. Rooms may not be reserved for semester-long instruction or office hours.
- Drop-in usage is welcome, although priority will be given to study groups who have reserved their room through the online reservation system.
- Rooms can be reserved by current USM students, faculty, and staff in half hour increments for up to two hours at a time and up to two weeks in advance.
- You must bring proof of confirmation when you come to the room to claim your slot – a printout, saved email or screenshot on phone, laptop, or other device, etc.
- Drop-in users must relinquish the room when presented with another group's confirmation of reservation for that time/room.
- Groups are responsible for the condition of the room. Users must clean up after themselves, and leave the room in good condition for the next users, including erasing the white board.
- Dry-erase markers and erasers are available for check out at the Circulation Desk.
- While the group study rooms are designed for group use, they are not soundproof. Please be considerate of other library users and maintain reasonable noise levels. To prevent noise from leaving the room, the door should be closed when the room is occupied.
- Library furniture from other locations may not be moved into group study rooms.
- The Library is not responsible for the loss or theft of personal property. Doors to group study rooms are unlocked. If you leave the room unattended, you risk the loss of your possessions. Lost and Found items are kept at the Circulation Desk on the 1st floor.