	Dalhousie Libraries	
DALHOUSIE UNIVERSITY Dalhousie Libraries	**Title:** Learning Commons & Group Study Rooms Guidelines	**Issued:** 2018-02-15
	Approved by: University Librarian	**Revised:**

The Learning Commons & Group Study Rooms guidelines are intended to promote the effective and efficient use of the Learning Commons and group study rooms by Libraries patrons.

Users of the Libraries' Learning Commons facilities are subject to Dalhousie University policies on computer use and responsible computing. Consideration of and respect for others is expected regarding the display of materials on computer screens.

Access to Computers
Computers are provided on a first-come, first-served basis for Dalhousie students, staff and faculty.

University Community Access
Patrons with valid Dalhousie credentials may use computers in any of the Learning Commons which require patrons to log-in to the network using their Dalhousie username and password.

Public Access
Members of the public may use the Express computers located throughout the Libraries and Learning Commons. These computers are intended for brief (10 – 15 minutes) work periods only. During times of heavy use, Dalhousie users will be given priority in the use of the Express computers.

Group Study Space
The group study rooms provide space to hold small-group discussions and are designed to hold between 3 and 6 persons. The rooms are not soundproof and conversations must not disrupt others' work.

Study rooms can be booked (by Dalhousie students) in person at the Help Desks at each of our locations or through the online booking system: book a study room. Bookings can be made up to a week ahead. Bookings are not accepted over the phone. Bookings must be confirmed upon arrival by presentation of valid Dalhousie credentials at the Help Desk.

Room bookings will be deleted if users do not show up within 15 minutes of their booked time.

Guidelines for group study use:
- Be considerate of those who have booked the room after you. Be mindful of the time, pack up a few minutes early, so that others are not kept waiting.
- If you find you no longer need your room, please delete the booking from the online system to make the room available to other patrons.
- Please clean up any clutter before leaving the room.
- Be sure to only use dry-erase markers on the whiteboards. Return markers to the Help Desk before you leave.