

# Team Study Room Rules

## – Academic Library 2<sup>nd</sup> floor

This study room is dedicated to group work, collaborative tasks, etc. It's equipped with 4 displays with a possibility to connect your own laptop. The number of study room users is 2 up to a maximum of 21.

The team study room can only be used by library users upon presentation of a valid Academic Library card.

- The study can be booked at the service desk on the 2nd floor or by e-mail at [pujcovna@lib.jcu.cz](mailto:pujcovna@lib.jcu.cz). Maximum daily reservation time is 240 minutes (4 hours).
- The user must claim the reservation and get the entrance card within 15 minutes, otherwise the reservation will be forwarded to other interested users.
- If the study room is not booked by any other users, it is possible to extend the reservation at the desk on the 2<sup>nd</sup> floor, for a maximum of 1 day.
- The library provides users with a flipchart stand. The user brings his/her own markers, sponges and/or flipchart paper.
- The user has to check the team study room before taking it and report any damage. He/she is obliged to maintain order. Consuming food in the study room is strictly forbidden. Drinks must be kept in resealable plastic bottles or cups.
- After completing the work, the user hands over the card and the study room to the service desk on the 2nd floor. Users of the study room are not allowed to permit entry or give the card to any unauthorized persons.
- If the user does not return the card or damages it when leaving the study, his/her reading account is blocked and he/she is required to compensate any loss.
- The user is obliged to follow the Library Rules and to respect any restrictions stated in the rules or provided by the responsible library employee.
- The number of working places is limited due to the capacity of the study room.
- In the event of a breach of the rules, the reservation will be immediately cancelled.