

USE OF COLLABORATION ROOMS

1. Booking and Guidelines:

- a. Collaboration rooms are available on a first-come, first-served basis.
- b. Groups must consist of 5 to 10 members.
- c. Library clients must approach the circulation desk and surrender the SLU RFID for access.
- d. Each group may use the room for 1 hour, with the possibility of a one-hour extension if no other library clients are waiting.

Rules:

- Library clients must observe silence and refrain from eating in the room.
- The library staff may warn the library clients for violation of the above rules in using the collaboration room; repeated violations may result to suspension of this library privilege.
- Before leaving, library clients must ensure that the area is clean and in order.