



Library study room guidelines

Study rooms at VCU Libraries are intended to support study, research, and academic pursuit. This document provides instructions on how study rooms can be reserved and expectations for use.

How to reserve a study room

- Reserve rooms for Cabell Library or Health Sciences Library [online](#).
- Rooms are available to VCU students, faculty and staff.
- Rooms may be reserved for 30, 60, 90 or 120 minutes at a time, five times per week.
- Weekly reservation limits reset at 12am every Sunday.
- Rooms may be reserved up to two weeks in advance. You will see more options if you plan to reserve a room even a couple of days before you need it.
- If you do not claim the room within 15 minutes of your reservation start time, your reservation will be released and the room will be available to others until the next scheduled reservation.
- Rooms are not locked and are available whenever the library is open if they are not reserved.
- Rooms are monitored by library staff and security guards who are available to answer questions and to assist you.
- Your reservation confirmation email is your proof of your reservation. If others are in the room at the time of your reservation you may show them your reservation email, or ask library staff to resolve the matter for you. However, if you did not claim the room within 15 minutes of your reservation, the reservation is no longer valid.

Who can use the study room

- At least one member must be a VCU student, faculty or staff member.
- The person who reserved the space must be present during the reserved time.
- Individuals seeking a study room in a quiet space are encouraged to use the third (quiet) or fourth (silent) floors at Cabell Library.

Proper use of study room

- Study Room users are consenting to follow the policies and rules of VCU Libraries, including the [Use of Libraries](#) guidelines. Study rooms are intended to support study and research.
- No activities occurring in study rooms are permitted to be advertised as events.

- Food and drink are permitted, but please be courteous to others and remove any trash before you leave.
- Report any heating or cooling issues to the Information/Service Desk staff. Do not adjust thermostats in the rooms.
- Do not exceed the recommended number of people in the study room.
- As a courtesy to others, please keep noise to a minimum. Study rooms are not soundproof, so occupants will need to speak quietly while using them to avoid noise bleed into common areas on quiet and silent floors
- When leaving the room, don't forget to take all your personal belongings. VCU Libraries is not liable for the theft or loss of personal items.
- If you find the room damaged or littered with trash, please report the problem to the Information/Service Desk staff.
- Vacate study rooms 10 minutes before the building closes.
- Turn off lights and leave the door open when leaving the room so others will know the room is available for use.
- VCU Libraries staff reserve the right to enter all study rooms as needed.