



Abbot Vincent Taylor Library
Study Room Policy

Room Reservations

Three private study rooms are available for the Belmont Abbey College community and Friends of the Library. Patrons may reserve study rooms for one-time and recurring events.

Study Rooms are checked out to the patron's library account for two-hour periods. Library staff may extend the two-hour limit for patrons taking standardized tests, or attending online meetings or classes.

Arriving more than 15 minutes late for a study room reservation will result in forfeiting the room if someone else wishes to book it after the 15-minute allotment.

If the library fails to uphold a Study Room Reservation due to the double-booking of a Room, library staff will strive to find an accommodation of similar size and amenities. This may require library staff to bypass the Occupancy Rules noted below. The Double-booking of a Study Room Reservation is the only situation in which library staff will bypass the Study Room Occupancy Rules

.If patrons wish to renew the room, they may request a renewal at the Circulation Desk. Renewals are approved if no other reservations are in place.

Misuse of Study Rooms

The Study Rooms are sound-resistant, but not soundproof. Patrons may be asked to lower their voices if they become audible through the door. Patrons who are asked more than three times to lower their volumes will be asked to leave the Study Room for the remainder of the day.

Patrons must vacate the room with all of their belongings at the end of their reservation. Patrons may not leave their belongings in the room in between reservations occurring on the same day.

Library Staff will make note of patrons who are removed from a Study Room due to disruptive behavior or volume. Three removals will result in a one-week suspension of the patron's Study Room reservation privileges. Subsequent removals will further lengthen the patron's suspension of library privileges.

Study Rooms: Occupancy Rules & Amenities

Study Room 1

Study Room 1 contains a small table and two chairs. Up to two patrons may occupy this room at any given time.

Study Room 2

Study Room 2 contains a group table, five chairs, and a large whiteboard. Two to five patrons may occupy this room at any given time.



Exception to Occupancy Rule: One person may use this space for virtual meetings and recording needs.

Study Room 3

Study Room 2 contains a group table, four chairs, two large whiteboards, a sofa, two side tables, and a Smart TV. Two to five patrons may occupy this room at any given time.

The Smart TV is restricted to faculty and staff use. Faculty and Staff may check out the Smart TV remote at the Circulation Desk.

Exceptions to Occupancy Rule: One person may use this space for virtual meetings and recording needs. One faculty or staff member may use this room for any reason.

Fines & Late Fees

Patrons must return their assigned doorhang at the end of their session. Patrons are liable for any damages they cause while using the study room. Fees will be assessed at the discretion of library staff.