

## LIBRARY AND DOCUMENTATION SERVICE

### Group Study Room Rules

- 1 – There are four group study rooms available for student use. All study rooms are for the exclusive use of ISCTE-IUL students who wish to work in a group.
- 2 – In the study rooms is totally prohibited to:
  - a) Make noise;
  - b) Talk loud;
  - c) Smoke (including electronic cigarettes);
  - d) Eat and drink (except bottled water);
  - e) Use mobile phone;
  - f) Use electric plugs to charge mobile phone battery;
  - g) Change the disposition of the furniture;
  - h) Take notes or damage books in any way;
  - i) Damage the furniture;
  - j) Store the books on the shelves after reading.
- 3 – Each group can not exceed 5 members.
- 4 – The reservation of the table is made at the Customer Service Desk of the library (1st floor) where filing a form and presenting an identification card is required: student card or other ID with a photo to identify all members of the group.
- 5 – The occupation period cannot exceed **3 hours**.
- 6 – **Other areas are reserved, on an exclusive basis, to read and study individually. In this sense, it is not allowed group study.**
- 7 – We also suggest the use of room 1N15 to work in group.
- 8 – **Users cannot leave their study room tables for a period that exceeds 10 minutes.**
- 9 – **By breaking the rules described above the following penalties can be applied: verbal warning; ban or expulsion, temporary or total, of the library services and facilities.**
- 10 – **Library staff may undertake, at any moment, verification actions in case of harmful behaviors that can damage books, equipment and library facilities.**
- 11 – **Library staff is authorized to invite users to leave library facilities when library rules are not observed.**

The Library Direction