

GWC LIBRARY GROUP STUDY ROOM POLICY

Purpose

Group Study rooms are intended as a place for students to work and study together. They are not intended for either individual study or socializing.

Who can reserve rooms?

Only current GWC students with a valid GWC email address (@student.cccd.edu) may reserve rooms for group study.

How do I reserve a group study room?

Group Study Rooms may only be reserved through our online reservation system at: [Group Study Room Reservations](#). You will receive an email requiring you to confirm your reservation. You must confirm the reservation to complete the reservation process.

When can we reserve the room?

Rooms may be reserved one week in advance.

How many people do we need once we arrive at our room?

Your group must consist of at least 2 people for LIBR rooms #220-222, #229-#231, and #320-322. LIBR #224, the large group study room requires a minimum of 4 people. The student who made the reservation must be part of the group.

Do we need to check in at the Public Services or Reference Desk?

No. Go directly to your study room at the time of your reservation.

How long can we have the room for?

Rooms are reserved in one-half hour time slots. Individuals are limited to 4 time slots per day. Groups may stay beyond their reserved time if no one else has reserved the room at that time.

Cancellations

You will receive an email confirming your reservation that includes a link you can use to cancel your reservation. The rooms are very popular, so please cancel your reservation if your plans change.

Assistance

Please share these rooms in the spirit of cooperation. If a problem arises, we are here to help. Please contact the Public Services Desk or the Reference Desk if you need assistance. (714)-895-8741

Usage Policies

- Reservations are required. If you are using a group study room without a valid reservation or an expired reservation, you must leave when asked by a group with a valid reservation.
- Lights must always remain on.
- Talk quietly as rooms are not soundproof.
- Students alone in study rooms may be asked to leave.
- Study room and library policies must be always followed.
- Any study room user causing unruly or disruptive behavior will be asked to stop creating a disturbance. If the behavior continues, GWC Public Safety will be called to remove study rooms users from the library. GWC Library staff reserves the right to amend this policy at any time.