

Policy on Library Study Room Usage

1. Preamble

The Library has ten (10) study rooms available for Saint Mary's University students needing group study space. Access Services is responsible for managing the bookings of study rooms. Questions can be referred to staff at the Library's front desk, or access@smu.ca.

2. Purpose

This policy outlines the use of study rooms in the Library and applies to SMU students requesting a study room.

3. Study Room Locations and Features

3.1. Study Room 1

- Location: first floor, LI 106
- Maximum occupancy: 4
- Accessibility features include: automatic door, accessible outlets and light switches, moveable furniture, adjustable lighting, whiteboard, two 5-wheeled desk chairs with arms, two 4-wheeled desk chairs without arms and fidget/sensory items.

3.2. Study Rooms 2-3

- Location: first floor, LI 110 and LI 111
- Maximum occupancy: 8 per room
- Wall mounted white board

- Wall mounted monitor

3.3. Study Rooms 4-9

- Location: first floor, LI 129A, LI 129B, LI 129C, LI 129D, LI 129E, LI 129F
- Maximum occupancy: 8 per room
- Wall mounted white board

3.4. Study Room 10

- Location: second floor, LI208
 - Maximum occupancy: 10
 - Wall mounted white board
 - Wall mounted monitor
- Equipment for use in study rooms is available for borrowing from the Library's front desk, such as: laptops, monitor connecting cords, whiteboard markers, white noise machine, fidget tools, etc.

4. Policy

4.1. Patrick Power Library study rooms are restricted for the use of Saint Mary's students.

4.2. These rooms cannot be booked for paid tutorials.

4.3. On rare occasions, special events may be booked in student study rooms.

Events must be vetted by the Library and must adhere to the [Library's policy on reserving space for special events](#).

4.4. Bookings are limited to two, two-hour reservations per day. Bookings over the two-per-day limit will be cancelled by Access Services staff, and the student will be notified of the cancellation(s) by email.

4.5. Library study rooms are available only when the Library is open. Study room bookings are cancelled during university closures.

4.6. Study rooms are not soundproof. Please respect the needs of fellow Library users by keeping noise levels to a minimum. Please keep conversation to a

minimum when traveling to and from Study Room 10, which is located on a Quiet Floor.

- 4.7. For safety purposes, study rooms must maintain a light source and unobstructed windows while occupied.
- 4.8. Students using Library study rooms are responsible for cleanup. If there is a concern about the condition of the room, please inform staff at the Front Desk immediately. Users of the room may be held responsible for any damage caused during their occupancy. All users must ensure that the space is left as it was originally set up.
- 4.9. The Library is not responsible for any theft or damage to personal property.
- 4.10. At the time of booking, all users acknowledge that they have read and agree to abide by the terms of this policy.
- 4.11. The Patrick Power Library reserves the right to approve or cancel bookings.

5. Related Policies, Procedures and Documents

5.1. Policies

- [Code of Student Conduct](#)
- [Library Noise Policy](#)
- [Policy on Reserving Space in the Library for Special Events](#)

5.2. Procedures

- [How to book a Student Study Room](#)

General Information

- **Approving Authority:** Dean, University Library and Archives

- **Approved:** February 27, 2026
- **Responsible Office:** Access Services
- **Responsibility:** Manager, Access Services
- **Revision Date(s):** September 2021, July 2025, February 2026
- **Supersedes:** Study Room Usage Policy 2015
- **Next Required Review:** Every two years, or as required