HORRY GEORGETOWN TECHNICAL COLLEGE LIBRARY

Study Room Rules and Regulations

Horry-Georgetown Technical College Library

The library has group and individual study rooms for enrolled HGTC students, faculty, and staff use. A valid HGTC ID is needed to use one of the rooms available for quiet study. Group study rooms are available on a first-come/first-served basis.

Occupants of the study rooms must adhere to the following guidelines:

- The room should not be left unattended or unlocked.
- The library is not responsible for lost or stolen personal property.
  Items left for longer than 20 minutes may be removed by library staff.
- The door should be closed while groups are occupying the study room and any noise generated should not be audible outside of the room.
- Activities and behaviors that will result in expulsion from a study room include, but are not limited to:
  - Downloading music
  - Socializing
  - Smoking or using tobacco
  - Failure to adhere to the library's food and drink policy
  - Holding office hours or classes
  - Disruptive behavior
  - Threatening behavior
  - Vandalism
- When students are finished using a study room, they must clean up the room and close the door.
- The student who uses the study room accepts full responsibility for any damage incurred while the room is in his/her custody.
- **Sleeping in study rooms is not permitted. If students are found sleeping on the floor or on the furniture in the rooms, they may be asked to vacate the rooms.**

Students in violation of these rules and regulations will be asked to leave the study rooms.

We reserve the right to monitor the use of the study rooms.

Thank you for your understanding and cooperation.