Group Study Room Reservations and Policy

- To reserve a room, contact the Service Desk at 434-924-5444.
- Room Sizes and Formats
- Reservation Policies and Procedures
- Restrictions and Exemptions
- Map of First Floor Study Rooms
- Study Rooms Specifications
- Bioconnector Collaboration Environment Reservations Policy

The Health Sciences Library has 13 group study rooms for formal classes, small conferences, and meetings. When not reserved by groups, these rooms are available to individuals. A reservation system is in place to balance the need for group facilities with that of regular study spaces.

The Library also has 7 study rooms available for individual or small group study on the second floor. These seven rooms do not have computers, projectors, or screens.

Room Sizes and Formats

The Library group study rooms can accommodate up to 10-15 individuals, and there are three sets of combination rooms that can open to accommodate up to 30 individuals (suitable for classes). To reserve the Library's larger computer classrooms, please see the Computer Classroom Reservations and Policy page. All group study rooms have network connections, LCD projectors, and whiteboards. Check below for details about specific configurations.

Reservation Policies and Procedures

Faculty, staff, and students affiliated with the University of Virginia Health System may reserve group study rooms. Rooms that are not reserved are available to anyone on a first-come, first-serve basis.

Make group study room reservations at the Service Desk or by calling 434-924-5444.

Specific room assignments may be determined by the size of the requesting group. While particular room preferences may be considered, the Library staff makes final room assignment decisions.

Reserving Rooms for Individuals or Groups

- Individuals or groups may reserve rooms for a maximum of 3 hours per day.
- Rooms not used within 20 minutes of the scheduled reservation start-time are considered vacant and will be available to others on a first-come, first-serve basis.

Reserving Rooms for Formal Classes
• Rooms may be reserved for academic classes by Health Sciences faculty (or designee).
• Rooms may also be reserved for a variety of Health System program needs up to three months in advance.
• Rooms not used within 20 minutes of the scheduled start of a class are considered vacant and will be available to others on a first-come, first-serve basis.

**Reserving Second Floor Study Rooms**

• Capacity for each room is 3 people, with the exception of Room 2502 which will accommodate up to 10 people.
• Each room may be reserved for a maximum of 3 hours per day.
• All rooms have whiteboards with the exception of Room 2502. Study Room 1 and Study Room 2 have wall monitors.
• None of the seven rooms have computers, projectors, or screens.
• Rooms not used within 20 minutes of the scheduled start-time are considered vacant and will be available to others on a first-come, first-serve basis.
• There are no same day reservations.\textsuperscript{top}

**Restrictions and Exemptions**

• Meeting attendees may bring items for personal consumption (e.g., drinks, snacks) but formal, catered events are NOT permitted. Please see the \textit{Food and Drink Policy} [3] for details.
• While these rooms are designed for collaborative groups, there is still a need to maintain a suitably quiet environment for individual Library patrons to study.
• Policy exemption or modification requests will be referred to the Associate Director for Collections and Library Services, or the Director for consideration. \textsuperscript{top}

**Map of First Floor Study Rooms**
Study Room Specifications

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Maximum Capacity</th>
<th>Configuration/Equipment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1226</td>
<td>15</td>
<td>Seating for 10 at large rectangular table; Windows 7 computer;</td>
<td></td>
</tr>
<tr>
<td>Room No.</td>
<td>Capacity</td>
<td>Features</td>
<td></td>
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<tr>
<td>---------</td>
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<td></td>
</tr>
<tr>
<td>1324</td>
<td>16</td>
<td>Seating for 10 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
<tr>
<td>1326</td>
<td>15</td>
<td>Seating for 10 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
<tr>
<td>1328</td>
<td>17</td>
<td>Seating for 10 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
<tr>
<td>1329</td>
<td>18</td>
<td>Seating for 10 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
<tr>
<td>1330</td>
<td>17</td>
<td>Seating for 10 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
<tr>
<td>1331</td>
<td>17</td>
<td>Seating for 17 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
<tr>
<td>1332</td>
<td>17</td>
<td>Seating for 10 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
<tr>
<td>1333</td>
<td>21</td>
<td>Seating for 17 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
<tr>
<td>1334</td>
<td>15</td>
<td>Seating for 10 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
<tr>
<td>1335</td>
<td>22</td>
<td>Seating for 22 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
<tr>
<td>1336</td>
<td>16</td>
<td>Seating for 10 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen; wired and wireless ethernet; light box; white board and markers</td>
<td></td>
</tr>
</tbody>
</table>

Can be combined with:
- Room 1328 to hold up to 30 people
- Room 1333 to hold up to 30 people
- Room 1331 to hold up to 30 people
- Room 1337 to hold up to 30 people
<table>
<thead>
<tr>
<th>Room</th>
<th>Seats</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1337</td>
<td>23</td>
<td>Seating for 22 at rectangular tables; Windows 7 computer; ceiling-mounted LCD projector with audio, drop-down projection screen and VGA/audio connection for laptop; wired and wireless ethernet; light box; white board and markers</td>
</tr>
</tbody>
</table>

Can be combined with 1335 to hold up to 30 people.

**Source URL:** https://www.hsl.virginia.edu/admin/policy/group-study.cfm

**Links**

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