

**Planning a study session with one or more friends?  
Is “first come, first served” making it difficult to  
coordinate your group study?**

The Library is now offering an opportunity for **currently** registered students to reserve study rooms for specific days and times. Reservations are accepted by email, or in person and may be made up to a week in advance.

**Making reservations:**

In person – please have your AVC picture ID with you. You will be required to activate your account before picking up the key for the room.

By email – send reservation requests to [libcirc@avc.edu](mailto:libcirc@avc.edu), include the following information in your request

1. Your name and ID number
2. The size of your study group (2-3 people small room, 4-8 people large room)
3. Time you would like to reserve room

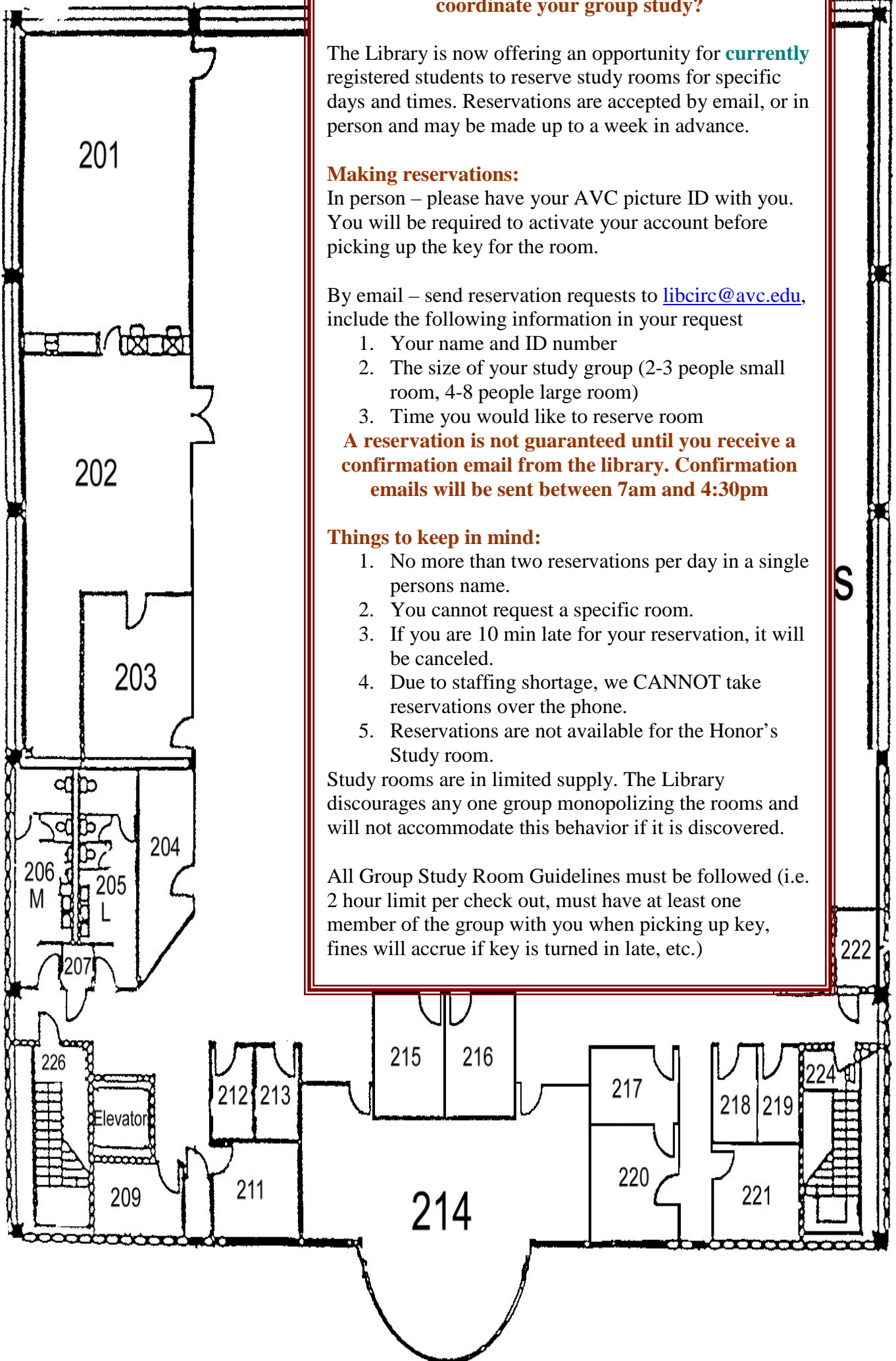
**A reservation is not guaranteed until you receive a confirmation email from the library. Confirmation emails will be sent between 7am and 4:30pm**

**Things to keep in mind:**

1. No more than two reservations per day in a single persons name.
2. You cannot request a specific room.
3. If you are 10 min late for your reservation, it will be canceled.
4. Due to staffing shortage, we CANNOT take reservations over the phone.
5. Reservations are not available for the Honor’s Study room.

Study rooms are in limited supply. The Library discourages any one group monopolizing the rooms and will not accommodate this behavior if it is discovered.

All Group Study Room Guidelines must be followed (i.e. 2 hour limit per check out, must have at least one member of the group with you when picking up key, fines will accrue if key is turned in late, etc.)



# Library Group Study Room Reservation