Kinlaw Library Study Rooms – Policies and Guidelines

There are thirteen study rooms located in the library. Three large rooms with a table and eight chairs are on the third floor in the front, four medium rooms with a table and four chairs are on the third floor in the rear of the library, and six small rooms with one or two chairs are on the third floor in the rear of the library. The library’s wireless network is accessible from all the group study rooms for Asbury University students, faculty, and staff.

General Policies

- All medium and large group study rooms can be reserved in person at the Library Circulation Desk or by calling ext. 2265.
- Single users in a group study room will be asked to vacate the room for groups of 2 or more studying together.
- Personal materials and library books may not be left unattended in the group study rooms while in class, for extended periods of time, or overnight.
- Library books that are not checked out will be returned to the stacks.
- Patrons need to return the room key to the Circulation Desk if leaving the library, so that someone else can use the room.
- Patrons are asked not to move the tables or sit or lie on the table or countertops.
- The library staff is not responsible for personal items left unattended in group study rooms.

Although current Asbury University students, faculty, or staff have priority for using the study rooms, there are some guidelines for use of the rooms by other groups. For these groups:

- The fee to use a room on a given day is $10. This fee is waived for alumni, retired faculty, and anyone else who has a valid Asbury ID.
- Study rooms must be reserved 48 hours in advance.
- During the academic year (late August-mid December, and early January-early May), rooms may only be used from 8:00-5:00 on Monday-Friday, and 9:00-5:00 on Saturday, and may not be reserved during Finals Week or the weekend preceding Finals Week.
- During the academic school year, no more than two separate rooms may be reserved for the same group.
- Rooms may be only used for educational or non-profit purposes.