Sault College Library
Room Use Policy

1. Study rooms are available for group or individual study. Before using any room, the room must be reserved by a Sault College student through the self-serve online room booking system found on the Study Rooms tab at: www.saultcollege.ca.

2. Throughout the academic year (September – April), study rooms and all equipment within are reserved for the use of Sault College students and staff. Community members are welcome to use the rooms throughout May-August if they are not in use by Sault College students and staff.

3. An individual may book a study room for a maximum of 2 hours per day. Any arrangements for exceptions must be processed through library staff.

4. Pre-booking is recommended to avoid disappointment. If you experience technical difficulty trying to book a room, come to or contact the Circulation Services Desk at (705) 759-2554 extension 2711.

5. Bookings will be held for 15 minutes and if the room is not occupied within 15 minutes of the reserved time, the booking will be considered abandoned and the room will be available to others.

6. Bookings can be made up to one semester in advance. If you must cancel, please be considerate and cancel your booking online or notify library staff as soon as possible to ensure that the room is available for others.

7. If an individual or group is using the room without having reserved use of the room, they must yield to a group or individual who has booked the room.

8. Study Room #1-5 are equipped with a table, chairs, computer and a flat-screen monitor which can be used as a digital whiteboard to collaborate with up to four computer displays. Room 7 has a table, chairs and computer.

9. The Peer Tutoring Room is located on the second level of the library. This room is equipped with a computer, table, chairs and a white board. This room is booked for peer tutoring purposes only.

10. The Library Lab is open for drop in use however, may be booked for small group instruction upon approval by the Library Manager.