Group Study Rooms and Student Media Production Room Policies

- A group study room or student media production room may be used by any UH system faculty, staff, or student. The group study room user must present a valid UH ID card or current, valid government issued photo ID when picking up the key.

- An individual may use a group study room prior to 4PM; after this time there must be at least two persons using the room.

- There is an exception for the production room, please ask at the circulation desk.

- Group Study rooms may not be used for tutoring of non-UH students.

- Group Study Room requests may be made up to one week in advance on the Library’s website.

- Group Study room keys and equipment kits are loaned for a two-hour period on a first come, first serve basis (three-hour period for the student media production room). The group study room key and equipment kit must be returned to the Circulation Desk one half hour prior to Library closing.

- There is a usage limit of one room per person per day. At the end of the initial usage period the room can be extended once for any additional two hours if there is no usage scheduled for the group study room for that time period.

- Please come to the Circulation Desk for extensions.

- Equipment kits are under the same renewal and reservation policies as the group study rooms whether the patron uses the equipment or not.

- Group Study Room keys and equipment kits must be returned to the Circulation Desk. All equipment must be returned in its container at the same time.

- Group Study Room keys and equipment kits must be returned by the time assigned by the reservation manager or fines will be assessed.

- Fines are calculated as $1.00 for each hour or fraction of the hour. If the item is overdue for more than 10 hours, it will be considered lost. The borrower will be billed $10.00 in overdue fines, plus $10.00 in lost processing fees, plus $60.00 or actual cost of equipment replaced or damaged.

- If a user returns the equipment in good condition, the replacement and processing costs will be dropped but the overdue fees will remain.

- Users accept full financial responsibility for damage or loss by signing a loan agreement.

- Equipment kits includes: multiple remotes, keyboard and mouse, batteries and instructions.

- Users must also agree to abide by all aspects of Mo‘okini Library’s policies, all UH codes and policies, and all applicable local, state and federal laws.

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• Users are responsible for setting up and powering down the equipment in the room, per the instructions provided, before checking out of the room.

• Files should not be saved on the computers. The Library accepts no responsibility for files saved, lost, or damaged while using the equipment. Patrons should consider saving their document to a USB drive, to an Internet storage service, or emailing it to themselves.

• Users are cautioned that the computer’s internal clock may not be reliable. They are advised to synchronize with the checkout time generated by the circulation system.

• Damaged or lost equipment replacement costs will be charged immediately to the user’s library account. If a user returns the equipment in good condition, the replacement and processing costs will be dropped but the overdue fees will remain.

• Misuse or damage of equipment will be reported to Campus Security and users will be charged all repair and/or replacement costs.

• The group study rooms are not soundproof; please be mindful of others around you. Noise should be kept at a minimum. If you are disrupting others you may be asked to give up the room.

• Windows in library rooms should not be covered or obstructed.

• Equipment should not be unplugged or reconfigured.

• Users accept full financial responsibility for damage or loss by signing a loan agreement.

• Group Study Rooms are NOT for Public Presentations.

• The Library reserves the right to refuse service.

• If any policies are violated, we reserve the right to end the session and prohibit further usage.