

Clayton State University Library

Policy Name: Study Zones

Effective Date: August 14, 2017

Review Date: November 12, 2019

Policy

While the Library faculty and staff want to provide an environment that is friendly and comfortable for our users, we recognize a need to differentiate spaces for quiet and active learning areas. Some people need a quiet study place to learn, while others may need a functional space for group collaboration equipped with possibly a whiteboard and/or projection/presentation capabilities. The library is also a center for teaching, since here Library faculty and staff instruct individuals and groups in the use of certain tools and materials.

To create an environment that serves all styles of learners (from the contemplative to the collaborative) while also accommodating the library's teaching function, we have divided library areas into three distinct types of study zones-each with a different noise level expectation.

Library users are expected to be respectful of others by selecting an area that best fits their study needs.

Silent Study

The designated Silent Room on the upper level is intended to serve as a sanctuary for readers and students who need to concentrate without interruption.

While in the Silent Room...

- Please exit the room for any needed conversations.
- Cell phone use is not permitted. Phones and other electronics must be set to silent.
- Headphones or earbuds are required for audio and must not allow sound to leak out into surrounding area.

Quiet Study

The Lower Level of the library, except group study rooms, is intended for those looking for a quiet space, but who may still need to collaborate with a partner or do not mind intermittent conversation from a service counter or occasional distraction of beeping tones from the compact shelving.

While in the lower level Quiet Room...

- Brief conversations are permissible at a low volume.
- Cell phone texting and brief cell phone conversations at a low volume are permitted. Phones and other electronics must be set to vibrate or silent.

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- Headphones or earbuds are required for audio and must not allow sound to leak out into surrounding area.

Active Learning Zones

Usually busy and noisy, these zones are intended for instructional and/or collaborative learning experiences. These areas include the upper level of the Library and all group study rooms. While in Active Learning Zones...

- Conversations are permissible at reasonable indoor speaking volume.
- Group work is encouraged. However, please note that group study rooms are not sound-proof, so occupants should keep the volume level is a normal conversation.
- Cell phone texting and talking at reasonable indoor speaking volume are permitted.
- Headphones or earbuds are required for audio.

Compliance

Patrons not in compliance with the noise guidelines in designated spaces will receive a verbal request to comply or move to a more appropriate space. Continued non-compliance will result in library staff asking patrons to leave the library. Library staff may contact public safety, if needed.