

INTERAMERICAN UNIVERSITY OF PUERTO RICO
SCHOOL OF OPTOMETRY
CENTER FOR ACCESS TO INFORMATION (CAI)

STUDY ROOMS RULES

1. **ONLY OPTOMETRY SCHOOL STUDENTS** will be allowed.
2. All students should request its use to the Librarian in charge, turn a **valid ID with photo** and sign for its use. Each ID will be returned when each student finishes using the room.
3. Study rooms can be used by one student or groups up to a maximum of six (6) students.
4. If only one student will use a study room, he/she should read and sign a waiver. In case of breaking the waiver the student will be reported.
5. Leaving personal properties doesn't guarantee your room's reservation. We are not responsible for any properties left unattended. Other students will be allowed into empty rooms.
6. Study Rooms can be used without limit of time **until another group makes a request.**
7. While using a room, the person or group is responsible for:
 - ✓ maintaining the room clean
 - ✓ keeping the light on while using the room
 - ✓ maintaining a considerate level of noise at all time
 - ✓ cleaning the boards and for turning off the light when leaving
 - ✓ to notify the librarian in charge when a room is not in use and picking up your ID at the front desk when leaving
8. Rooms are not for:
 - ✓ any activity that disrupt the study and work environment
 - ✓ storage (we are not responsible for any properties left unattended)
 - ✓ leave cell phones or computers charging while the group is not at the room

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OVERNIGHT STUDY ROOMS RULES

HOURS

- Monday to Thursday from 10:00pm to 7:00am
- Fridays open at 6:00pm until Monday at 7:00am
- Saturdays, Sundays and Holidays open 24 hours

ACCESS

- Overnight Access will be using the back door of the library (near the dorms).
- Once the back door is closed the access will be using the main entrance of the library.

RULES

- **ONLY OPTOMETRY SCHOOL STUDENTS** will be allowed to use the study rooms.
- Study rooms can be used by one student or groups up to a maximum of six (6) students.
- Leaving personal properties doesn't guarantee your room's reservation.
- While using a room, the student or group is responsible for:
 - maintaining the room clean
 - keeping the light on while using the room
 - maintaining a considerate level of noise at all time
 - cleaning the boards and for turning off the light when leaving
- Rooms are not for:
 - any activity that disrupt the study and work environment
 - storage (we are not responsible for any properties left unattended)
 - leave cell phones or computers charging while the student / group is not at the room
- Breaking the rules or making unappropriated use of the rooms will lead to disciplinary actions.