



SCHOOL OF MEDICINE

Study Space Policy

The Skelton Medical Libraries strive to provide study rooms and spaces conducive to academic study and collaboration in support of all Mercer University School of Medicine (MUSM) programs. This policy outlines expectations for the general use of library space to ensure equitable access to shared resources and to foster a culture of mutual respect and professionalism between all library users.

Guidelines & Expectations

Study and collaboration spaces are equipped with tables, chairs, and dry erase boards, markers, and erasers. Earplugs and headphones are on hand to help limit distraction. Additional supplies may be available upon request. Users are prohibited from rearranging library furniture other than chairs, affixing anything to walls, and obscuring door windows.

Study rooms and seating are available exclusively to MUSM affiliates on a first-come, first-served basis. Rooms and seating may not be “saved” by leaving personal belongings. Items left longer than 1 hour may be moved to Lost and Found. MUSM and the Libraries are not responsible for loss or theft.

Students may reserve study rooms using the QR code outside each room or via the “Services” tab of the library website: <https://med.mercer.edu/library>. All other users should contact the campus librarian to reserve a room. Reservations are given priority. Requests beyond the following terms, including Dedicated Study arrangements, should be directed to the campus librarian for consideration:

- Rooms may be self-booked up to 1 week in advance for 4 hours daily.
- Reservations are held for 30 minutes past the start time and then automatically cancelled, allowing the room to be booked by others.
- Rooms may be rebooked *after* the initial reservation ends and only if no other reservation exists.

Users are expected to keep spaces tidy and dispose of trash properly. Food and drinks are permitted; however, light snacks and spill-proof drinks are preferred. Designated campus eating areas should be used for heavy meals. Spills and other issues should be conveyed to library staff promptly.

Before vacating a space, users are expected to reset it to its original state to allow immediate use by others. This includes wiping dry erase boards and returning all chairs, books, models, and other items to their proper places. Note, dry erase boards may be cleared at any time by current users and library staff.