



Study Rooms & Spaces Policy

The University Libraries (UL) support the educational and research mission of the University by providing spaces for users which: encourage collaborative work among students, faculty, and staff; facilitate individual reflection and study; and support intensive research and creative work.

- The UL's rooms and spaces are not available outside of library [operating hours](#).
- Users of the UL's rooms and spaces must abide by the UL's [Code of Conduct](#).
- Failure to abide by this policy may result in a forfeiture of your room and/or space assignment.

Group Study and Collaboration Rooms

Group study rooms are available to any current UNM student, faculty, or staff member. Reserving a room in advance is strongly encouraged and can be done up to a week ahead via the UL's online room reservation system. Group study rooms may be reserved for a period of up to two hours per day. If rooms are not reserved, they are available to users on a first-come, first-served basis, but groups who make a reservation are given priority.

Rooms should be used for group study and discussion and are not intended to serve as temporary office space or for regular class meetings. Rooms are not soundproof; please be considerate of others.

The UL also provides collaborative spaces with access to research software and specialized equipment. These spaces are reserved via the UL's online room reservation system. Collaborative spaces may differ in the number of hours per day for which they may be reserved.

Individual study rooms and other seating are available on a walk-in basis in the libraries.

Graduate Student Commons

The University Libraries and the Graduate and Professional Students Association partnered to create a dedicated space for graduate students in Zimmerman Library. Available exclusively to graduate students, this quiet study space has tables and desk chairs, with lockers available.

Individual Locked Rooms

The libraries offer a limited number of individual locked rooms to current UNM students, enrolled in degree-granting programs, who are engaging in intensive research and study. Assignment periods of up to one semester are available. Renewals are not guaranteed.

Short term rooms can be reserved for a period of two weeks and are available for use by any student enrolled in a degree-granting program. The application period starts a week before and continues throughout the semester. Two-week rooms are reserved via the UL's online room reservation system.

Long-term rooms can be reserved on a semester basis by individual graduate students enrolled in a degree-granting program. Rooms are assigned first to doctoral students enrolled in 699 dissertation hours and master's students working on their thesis/final project. The application period starts a week before and continues through the first two weeks of the semester. Applications must be submitted online.

- Rooms should be used for individual study and research, and are not intended to serve as a location for office hours or meetings.
- Rooms are not soundproof; please be considerate of others.
- Library materials stored in rooms must be checked out to the assigned user or they may be removed.
- Chairs in rooms cannot be switched with furniture outside of these spaces
- Fire safety measures require an unobstructed view through room windows and strictly prohibit the use of electrical appliances.
- Library staff may regularly inspect rooms to ensure adherence to this policy.
- A key to the room is checked out to the user upon assignment; lost or unreturned keys will result in a \$25 replacement fee.
- Failure to vacate the room by the due date may result in a \$50 cleaning fee and personal belongings will be sent to the UNM Police Department's Lost and Found office.

Lockers

Lockers are available to current UNM students on a first-come, first-served basis for the duration of the semester. Students may reapply for a locker each subsequent semester. The application period starts a week before and continues throughout the semester. Lockers are reserved via the UL's online room reservation system. Daily lockers with refundable quarters are available at Parish Memorial Library on a first-come, first-serve basis.

- Library materials stored in lockers must be checked out to the assigned user or they may be removed.
- The only lock which may be used on the locker is the one issued by the Library; all other locks will be forcibly removed. There are some lockers that are key operated; in these cases, students will be issued a key at the time of assignment.
- Food and drink should not be stored overnight in lockers.
- Library staff may regularly inspect lockers to ensure adherence to this policy.
- Lost or unreturned locker keys/locks will result in a \$25 replacement fee.
- Failure to empty the locker by the due date may result in a \$25 cleaning fee and personal belongings will be sent to the UNM Police Department's Lost and Found office.