



RULES FOR USE OF THE ROOMS

Two rooms are available on the first and second floors of the library to enable small groups to conduct study and research work aloud without disturbing other users:

Study room 1 (Liberal Arts Branch Library, first floor)

Study room 2 (Liberal Arts Branch Library, second floor)

Study room 1

The room holds a **maximum of 10 users**.

- The room will only be available for individual study if no groups need it.
- The room can be booked for conducting one-off seminars or a series of up to 3 consecutive meetings.
- The library provides a monitor that can be connected to one's personal device in case of need during seminars. No technical assistance from library staff is provided for the use of the monitor, but relevant operating instructions are available on site.

HOW TO ACCESS THE STUDY ROOM

- Access to the group study room is free, and no specific booking is required.
- For **one-time or repeat seminars (maximum of 3 meetings), reservations are required** and must be requested at least 6 days in advance by filling out the Form to be emailed to: infouma@unifi.it.

WHEN IS IT AVAILABLE?

- For group study, the room is available during the library's opening hours.
- For holding seminars by reservation, the room is available Monday through Friday, 9 a.m. to 6 p.m., and on Saturdays, 9 a.m. to 1 p.m.



Study room 2

- The room is available **for groups of up to 8 users** during library opening hours.
- The room will only be available for individual study if no groups need it.

HOW TO ACCESS THE STUDY ROOM

- Access to the room is free, and no booking is required.

Rules for use of both rooms

- Each user must use the service responsibly.
- Please keep your voice at a moderate level to avoid disturbing those in nearby rooms.
- Any behavior that could harm the space, furniture, or other users is prohibited.
- Keep the room clean and tidy.
- No food or drinks are allowed in the room, except for water.
- Materials from the library's specialty rooms used during group study should be returned to the tables or carts in the source room at the end of the session.
- Personal equipment (tablets, laptops, etc.) may be used in accordance with safety standards.
- The library is not responsible for lost or damaged personal items left unattended.
- Users will be liable for any damage caused by using the room for purposes other than its intended use.