

## About

The Keyano Library is a quiet space on the Clearwater campus that provides a variety of study spaces including spaces for silent study, new bookable group study rooms, a computer lab, and an area for quiet collaborative work.

Speaking softly is allowed in the collaborative spaces, however, noise is **not** permitted in areas designated as a silent study space.

## Hours of Availability

- Rooms are available for reservation: Monday through Wednesday 8:30 a.m. to 5:45 p.m.; Thursday 10:30 a.m. to 4:15 p.m.; and Friday 8:30 a.m. to 4:15 p.m.
- Study Rooms are unavailable when the Library is closed, including any unforeseen closures or statutory holidays.

**Please note: the study room booking availability will reflect the Library's summer and holiday hours.**

## How to Book a Study Room Online

- Go to the [Study Room Reservation](#) page.
- Choose the date you want to reserve.
- Click on the available (green) timeslots and select your time.
- Click on "Submit Times" and complete the required information form to complete the booking process.
- Please read through the Study Rooms Terms and Conditions of Use.
- Once you submit your booking, you will receive a confirmation email at the **keyanomail** address you provided.
- You will need to confirm your booking by clicking on the link in the email within **1 hour** of receiving the confirmation email or your reservation will not be confirmed.
- **Save your confirmation email, as you will need this to check in at your scheduled reservation time or your booking will automatically be cancelled by the system.**
- By confirming your reservation, you are agreeing to the [Terms and Conditions of Use](#).

## Check-in / Check-out of the Study Room

Students are required to check-in within 15 minutes of their booking time and check-out when they are done. There are 3 ways you can check-in and check-out:

1. Scan the QR code available in the study room.
2. Use the link provided in your confirmation email using the code provided and your **@keyanomail** email.
3. Stop by the Library Information Desk, and we can assist you.

## Terms and Conditions of Use

### Booking the room:

- Study rooms are available for use by reservation only and can be reserved online or in person at the Library's Information Desk.
- Rooms are available for booking up to seven (7) days in advance.
- A room must be booked using your **@keyanomail** email address.
- Study rooms can be booked up to three (3) hours per day per student and are booked in 15 minute increments.
- Study Rooms must be vacated 15 minutes prior to the closing of the Library.
- Prior to booking, please note the maximum occupancy listed for each room and select the appropriate study room that best suits your group's requirements. If the group is larger than the maximum occupancy, you will be asked to vacate the room.
- Any attempt to manipulate the daily booking limits by students may result in the loss of study room privileges.
- A maximum of one (1) room can be booked per group per day. Block booking (multiple members of a group booking consecutive time periods) is not permitted.
- Your reservation must be confirmed via email within **1 hour of booking** the Study Room. Please remember to check your junk email folder. If you have not received your confirmation, please contact the Library via [email](#), [online chat](#), or call us at (780) 791-4917.

### Using the room:

- A minimum of two (2) Keyano College Students must be present in order to use a Study Room.
- The study group must check-in within 15 minutes of the reservation start time.
- If a minimum of two (2) group members are not present within the first 15 minutes of your booking, your booking will be cancelled and the room will be available to be booked by another group.
- Study rooms are not available for individual study. Individuals studying alone will be required to vacate the room.
- Study rooms cannot be booked by community members or alumni.
- Empty rooms may be used without prior booking, however they must be booked at the Library's Information Desk prior to using the room and/or vacated if a group with a valid booking arrives.
- The Library reserves the right to cancel any reservation without notice for violation of room booking policy.
- The Library reserves the right to deny room access to any group or individual for misuse or inappropriate behaviour.
- Do not leave your personal belongings unattended at any time. The Library does not assume responsibility for lost or stolen items. Items left unattended for longer than 15 minutes will be removed, and your booking will be cancelled.
- Please respect the space and leave the room in the same state as you found it; the student assumes responsibility for the room and the contents of the room during their reserved time.
- Equipment: Any damage or loss will incur charges to the account of the study group organizer who reserved the room.
- Library food and drink policies apply.
- Abuse of study room booking policy may result in loss of booking privileges.

## **Other Study Spaces Available on Keyano's Clearwater Campus**

- Skill Centre
- Information Commons
- Syncrude Technology Centre (located in the space next to the Information Commons)

## **Quiet Study**

To assist with individual quiet study there are study carrels and tables available throughout the Library and ear plugs are available at the Library's Information Desk.