

Reserve a Study Room

Group Study Room Policy

The Visalia LRC has 8 group study rooms available to use. The rooms are intended for study groups and therefore will not be checked out to individual students.

- Group Study Rooms 113-114 are located on the 1st floor and are for 6-10 people.
- Group Study Rooms 217-222 are located on the 2nd floor and are for 2-5 people.
- Dry erase markers and erasers are available for check out at the Circulation Desk.
- Please wipe down white boards, push in chairs, and throw away any trash after each use.
- Students are responsible for the condition of the room.
- \$0.50 per hour late fees will be applied to all reservation slips that have been returned late.

Check Out Policy

- Rooms can be checked out for up to 2 hours, depending on availability at time of checkout.
- A [COS Student ID](#) (or valid photo ID with a banner ID number) and at least one other student is required to check out a study room.
- Rooms cannot be renewed, but can be checked out to a different group member.
- Overdue fines for late rooms are \$0.50 per hour, with a 10-minute grace period.

Reservation Policy

- Rooms can be reserved by COS students up to 7 days in advance by logging onto mygiant.cos.edu and selecting LRC Reservations, or by visiting the Circulation Desk in person.
- Room reservations are limited to 1 per day, 4 times a week.
- Reservations are for 30 minutes to 2 hours.
- Please arrive at the Circulation Desk prior to start time of reservation with at least one other student.
- Reservations will be canceled if you are more than 15 minutes late.

Faculty and Staff

Please contact the Circulation Desk by phone at 559-730-3825 or by email (library@cos.edu) to reserve a study room.