

Griffin Athenaeum Policies

The Griffin Athenaeum is a place for students to gather, do research, study, read or play quiet games with friends. Services are geared toward academic, leisure and social purposes.

Borrowing and Returning Books

Checkout Period

- Books may be borrowed for four weeks at a time. Renewals are allowed as long as there is not a hold request on the book.
- Students can check out up to 10 books at a time.

Lost or Damaged Books

- Students are responsible for replacing lost or severely damaged books.
- The fees are $20 for paperbacks and $40 for hardcovers.
- Fees will be charged to the student's account through the Business Office.

Library Behavior

Conduct

Students are expected to abide by conduct defined in the Student/Parent handbook consistent with the rest of campus.

Library Spaces

*** Reading Room (Main area)**

The main area of the Athenaeum is intended as a community space. There will often be drop-by community activities and students are encouraged to use the space to catch up, read or work on group projects.

***Group Study Rooms**
Study rooms are available for students to use. They are equipped with whiteboards and screens to connect laptops to. They are intended to be used by more than one student at a time. Individual students looking for a quiet space to study are encouraged to use the quiet space instead. Individual students will be bumped from the study rooms if a group arrives who would like to use it.

Students are allowed to reserve a room up to a week in advance, faculty can reserve the rooms the morning of. Room reservations will be released if the party that reserved it is 10 or more minutes late. If a student is habitually late to reservations, staff reserves the right to not honor future reservations. Staff may also remove students from the group study rooms if the rooms are not being used appropriately.

Group study rooms are also often used for students by the Learning Center. The Learning Center has priority over all other groups, even in cases where the room was previously reserved. In the event that a booking needs to be moved for the Learning Center, staff will reach out as soon as they are aware of the issue to work out a new reservation time.

***Quiet Room**
The walled-off portion of the library is the quiet room. This space is a space for students to be able to focus in peace. The expectation is that students will respect their peers' desire for quiet and not use the room inappropriately or as a hang out and socialization spot. Students will be removed from the space if they are observed not using it appropriately.

Food and Drinks
No food is allowed in the library at any time. Snacks may be eaten in the lobby or on the terrace. Beverages in closed containers are permitted.

Cell Phone Use
Long personal phone calls should be taken in the lobby, vestibule or on the terrace so as not to disturb other students in the spaces.

Library Resources

Hours
Monday - Thursday: 7:30 a.m. - 3:30 p.m.; 6:30 - 10 p.m.
Friday: 7:30 a.m. - 3:30 p.m.
Saturday: Closed
Sunday: Noon - 5 p.m.; 6:30 - 10 p.m.

Personnel
The library is staffed by the Director of Library Services Mrs. Pratt and the Library Assistant Mrs. Stiefel. Both are available to help students with locating books and articles.

Online Resources
The library has many online resources available through the website located here - www.wma.us/library. Help navigating them can be provided by Mrs. Pratt or Mrs. Stiefel.