

Effective Date: January 1, 2019

Retired:

Revised:

Approved by:

**Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research**

**Subject:** MMC Open Access to Study Space

**PURPOSE:**

**The purpose of this policy is:**

To outline the parameters regarding availability and open access to study space at various locations on campus.

**POLICY STATEMENT:**

Study spaces are available at various locations, including the library and academic buildings, for all students enrolled at Meharry Medical College. The guidelines set forth below are based on common courtesy and, to the extent possible, enforced through the citizenship of all students.

**DEFINITIONS:**

**PROCEDURE:**

**Students are expected to observe the following Rules of Conduct:**

1. Student space is available on a first come basis and is limited to one table or one carrel per student. You are welcome to use the study space as long as you like, but the space is only yours while you are physically present.
2. If you leave the study area to attend classes, eat lunch or pursue other activities, please remove all of your study materials and personal effects so that the area can be used by others.
3. The college assumes no responsibility for safeguarding materials that are left unattended; students assume all liability for the potential loss of or damage to, unattended books/notes and personal items.
4. The arrangement of tables and carrels was designed to optimize study space. Do not disassemble, move or otherwise rearrange furniture in the study area.
5. Do not deface/damage the furniture or the walls of the study areas.
6. Except where provided by and placed by the College, electrical appliances

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(toasters, heaters, coffee pots, etc.) are not allowed in the study areas.

7. Refrigerators are provided in the student lounges across campus. Students are responsible through their class organizations to clean and maintain the refrigerators.
8. Students should dispose of trash in proper waste receptacles.
9. Students using these study areas are expected to show courtesy and respect to other students and to university employees.

**Open Access Study areas at MMC:**

**Meharry Medical College Library** (Stanley S. Kresge Learning Resource Center)

437 total seating on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors of the building

Café Area - 1 microwave

27 small group rooms (first come basis)

1 open access computer lab, 1<sup>st</sup> level

16 computers (Thin Clients) including two 27-inch Monitor iMac Computers, instructor's work station, printer, projector, Smart Board, Whiteboard, Scanner and DVD/Video player

1 e-Classroom, 2<sup>nd</sup> level (only for instructional classes)

24 computers (Thin Clients), instructor's work station, projector, Smart Board, Whiteboard and printer

**Harold D. West Basic Sciences Building**

There are a number of study areas in the Harold D. West Basic Sciences Building. The study rooms/spaces and lounges are available on a first come basis.

1<sup>st</sup> floor student lounge – 2 refrigerators, 4 microwaves

Computer labs are located on the mezzanine level

M-102 (located behind the sophomore lecture hall) 30 computers – 24/7

Study Room C (located over the bookstore) 15 computers – 24/7

M-208 (located on the south side of the mezzanine) 32 computers – access by

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request

Annex Area (located adjacent to M-208) 35 computers – access by request

**School of Dentistry**

Study lounge, 5<sup>th</sup> floor – 2 refrigerators, 2 microwaves

**Metro Nashville General Hospital**

Lounges/café area available to students are listed below”

2<sup>nd</sup> floor outpatient center – 1 microwave

Cafeteria – 2 microwaves

4<sup>th</sup> floor Ob/Gyn Suite (Old Hospital) – 1 refrigerator, 1 microwave

Internal Medicine Suite – 1 microwave

Family Medicine Call Room – 1 refrigerator, 1 microwave

**Turner Family Center**

Study space and meeting locations are available for students in the Turner Family Center. Rooms 317, 318, 319, 320 and 321 are available upon request.

**EXHIBITS:**