Use Priorities:

**Top Priority:** Group Study for Enrolled Students of the College of Medicine. The priority of these rooms is for group study by students in the College of Medicine, specifically students of MMS, MSHS, MSGME, and MGS. Enrolled students can use the Mayo Clinic room reservation software to reserve a room up to 60 days in advance, or find an available room as a “walk in.”

**Second Priority:** Individual study. All other use will be considered on a first come first served basis, e.g., individual study. Because any room reservation will have priority it is suggested that room availability be checked on daily posted room schedules or by contacting the library at 4-2061.

**Third Priority:** Staff meetings. The rooms, when available, may be used by staff for meetings on a walk-up, as needed basis when they are not in study group use or scheduled for group study. Because any room reservation will have priority it is suggested that room availability be checked on daily posted room schedules or by contacting the library at 4-2061.

*Note:* Library staff may occasionally change a reservation to another room or to another time with prior notification.

Plummer group study rooms available:

**Plummer 11th floor:**
- Pl 11-11 – west end. (Table for 10)
- Pl 11-27 – east end. (Table for 8)
- Pl 11-28 – east end. (Table for 8)
- Pl 11-29 – east end. (Table for 4)

**Plummer 12th floor:**
- Pl 12-11 – west end. (Table for 4)
- Pl 12-27 – east end. (Table for 6)
- Pl 12-28 – east end. (Table for 6)
- Pl 12-29 – east end. (Table for 6)

These rooms are “as is” with the following amenities: telephone, white board, wireless connection to the Mayo Intranet.

Reserving a Group Study Room:

Enrolled students may reserve the Plummer Group Study Rooms

1. On the Mayo Intranet, at the address line type in “RoomRes”
2. Enter you Mayo LAN-id and password
3. Choose the “Plummer Group Study Rooms”
4. Select a room & a 1 to 3 hr time slot (per day).
5. Review the policies for that room

Reservations can be made up to 60 days in advance & must be made by midnight for the following day. Scheduled reservations are posted daily at the entrance of each room as the library opens. The printed schedule is the “official schedule” for the current day. Reservations created later on the system for the same day are void.

Guidelines for Usage:

- The Plummer Group Study Rooms are meant for use by students for studying in groups consisting of 2 or more. Study rooms may be used by one person if it is not needed by a group but sharing is highly encouraged.
- **Please do** be considerate of others – using the room for no more than a 3 hour block per day.
- **Please do not** leave laptop computers or other belongings unattended. Rooms cannot be locked and are therefore not secure.
- Reservation blocks are considered canceled if not kept within the first 15 minutes.
- **Using Library Materials in the Rooms:**
  - **Please do** leave any Library materials that have not been checked out so that staff can scan for usage, and re-shelve.
  - **Please do not** leave Library materials that you have checked out in the Rooms.

Walk-In Availability:

Students & staff of Mayo Clinic may use available rooms for other purposes only on a walk in basis. To check room status, please see daily reservation postings at the entrance of each study room or call the library at (284)-2061.