

## RULES FOR UTILIZING STUDY SEATS IN THE LIBRARY ROOMS AND CONDUCT TO BE OBSERVED

In order to provide students with the best possible environment for learning and studying – to ensure not only the proper use of spaces for all, but also the effective use of seats in the reading rooms – the Bocconi Library adheres to the seat reservation system used throughout Campus. In particular, the following rules apply in the Library:

### 1) Reserving a study seat is mandatory

All students must reserve a study seat to access the reading rooms. The reservation must be made through the yoU@B PRO app. Those who occupy a seat without a reservation will have to vacate the seat.

### 2) Utilizing the study seats

The use of study seats is regulated according to the instructions in the [Study Seat App Q&A](#). Specifically:

- the actual reserved seat must be occupied;
- it is possible to pause the reservation to step away and have a break for 15 minutes;
- if the seat is not be utilized, the reservation must be canceled or interrupted so it is available for others.

### 3) Personal belongings

Never leave any personal belongings unattended. Those who reserve a seat have the right to use it, regardless of whether others' personal items are there. The Library is not responsible for any loss or damage to personal belongings. Unattended items will be removed and brought to Lost & Found.

### 4) Monitoring and control

The staff monitors the proper use of study seats on a daily basis and, in case of inappropriate behavior or occupation of a study seat without reservation, takes action by identifying the student in question also for the initiation of possible disciplinary procedures.

### 5) Environment and community

The Library is an environment for study and reflection. Silence is mandatory to guarantee a productive and respectful environment for all. Speaking in a low voice always helps one concentrate and optimize one's own study time. The staff in the reading rooms is there to help; it is necessary to always follow the instructions provided and show respect.

Conduct in violation of these rules could result in being banned from the library as defined in the attached table in your [yoU@B Diary](#).