

Study Room Policy

- I. Purpose of Rooms
- II. Reservation for Rooms and Hours Available
- III. Rules of Conduct

I. Purpose of the Study Rooms

- (A) The study rooms are generally intended for use by up to 5 individuals at a time, 12 years of age and older, for the purpose of **quiet** study and discussion.
- (B) The rooms are not intended for larger group pursuits, including social activities, sales or club and business meetings or other for profit entities or organizations. Non-profit organizations and library sponsored organizations may make reservations in the study room for on-going use (see Meeting/Study Room Application).

II. Reservations for Rooms and Hours Available

- (A) Use of the Study Rooms must be arranged at the library's Reference Desk.
- (B) Study Rooms are used free of charge and are assigned on a first come, first serve basis. A waiting list will be kept at the Reference Desk if all rooms are occupied.
- (C) There is a two-hour time limit. However, if after two hours no one is waiting to use the study room, one additional hour can be added. Limits are set in order to accommodate fair and equitable access to these spaces.
- (D) Study rooms must be vacated 15 minutes prior to the scheduled closing of the library regardless of when the patron began using the room.

III. Rules of Conduct

- (A) Food, Drink and cell phones are prohibited in the study rooms. General library rules apply in the study rooms (see Code of Conduct).
- (B) Study rooms are not soundproof so noise is to be kept to a minimum. Complaints reported by other patrons about excessive noise may result in suspension of further study room privileges.
- (C) Library materials or personal belongings are not to be left unattended in the study rooms (except for very short trips to the book stacks or restrooms).
- (D) Rearrangement of any of the study rooms' layout is allowed only with the permission of the Library Director. Additional furniture may not be brought into a room nor may it be removed.

Approved by Library Board of Trustees 11/15/06