

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, 10 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 is made available to residents of Flagler County or non-residents that have a valid Flagler County Public Library Card. Users must register at the library's Reference Desk with either a Flagler County Public Library Card and/or a valid Driver's License/photo ID showing proof of residency.
- (B) Study Rooms are used free of charge and are assigned on a first come, first served basis. A waiting list will be kept at the Reference Desk if all rooms are occupied. Once a room is available for use, it will be held for the next individual for 15 minutes before being moved along to the next person on the waiting list.
- (C) There is a two-hour time limit per day. However, if after two hours no one is waiting to use the study room, up to two additional hours 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 customers began using the room.

III. Rules of Conduct

- (A) Food and drink is prohibited in the study rooms. General library rules apply in the study rooms (see Code of Conduct).
- (B) Patrons who use the study rooms are expected to leave the rooms in their original order, free of trash and restored to its original order.
- (C) Study rooms are not soundproof so noise is to be kept to a minimum. Complaints reported by other customers about excessive noise may result in suspension of further study room privileges.

- (D) 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). Library personnel are not responsible for items left in the study rooms.
- (E) Rearrangement of any of the study rooms' layout is allowed only with the permission of the Library Director or his/her designee.
- (F) In consideration of the use of the study rooms and library facilities, any person or group using a study room hereby agrees to indemnify and hold harmless the Library from any and all actions and suits related to its use of such study rooms and facilities. Further, such person or group agrees to reimburse the Library for any and all costs for repair or any special cleaning that may be required and all damage that may be caused directly or indirectly to the room and/or facilities by such use. Such costs may be charged to the registered user's library account. If any person or group refuses to pay for the damage all library privileges may be revoked.