

VIII. **STUDY ROOMS**

The library provides two private study/quiet rooms in the Adult Services Department for the purpose of offering a quiet area where patrons may study without disruption, and a private place where small groups may work together.

Usage Guidelines:

1. Use is by appointment only, during regular business hours of the library.
2. Each study room holds a maximum of four patrons.
3. Patrons must be adults 18 and older or in high school in order to make a reservation.
4. Rooms may be reserved either by telephone, in-person, or online through the current service provider when such exists.
5. Rooms may be reserved up to one week in advance.
6. Reservations shall be limited to two hours per day per person. Time may be extended for one hour increments if no one else is in need of the room, and on that day only.
7. A 15-minute grace period is provided for patrons. If the patron does not call or show within 15 minutes of the reservation start time, it can be released to another waiting patron. If the reservation is released, staff will make an effort to reschedule the original patron, as time permits for that day, but no such rescheduling guarantee exists.
8. The person reserving the room must remain in the room throughout the entire reservation. Library staff may check identification to ensure that the party securing the reservation and the party using the room are one and the same.
9. Patrons will be immediately liable for any damage to the room when such damage was not present prior to their use of the room.

While in the Study Room, patrons must observe proper library behavior, including, but not limited to:

1. Maintaining a noise level that is not disruptive to others;
2. Refraining from eating and drinking;
3. Exhibiting respect for library property and materials.

Electronic devices for educational purposes may be used. They may not be used for commercial purposes.

Failure to comply with the above guidelines may result in suspension of Study Room privileges, to be restored by the Head of Adult Services and/or Library Director.

Last revised 2/17/15