

Policy and Procedure Manual	Section B 2.1
Public Policy Study Room Policy Rules and Regulations	Issued: September 20, 2004; amended January 16, 2012; amended March 22, 2018; amended April 16, 2018 Approving Authority: Administration

### **Study Room Policy Rules and Regulations**

#### *Application for Use*

- Patrons must agree to abide by the Study Room Policy before using the rooms.
- Individuals must abide by the Patron Behavior Policy. Failure to do so will result in dismissal of the group from the room and/or library. The library reserves the right to refuse use of the rooms if policies are not adhered to.
- All people in the study room are responsible for the behavior of others using the room during their session.
- Other than leaving to retrieve library materials, asking for assistance from library staff, or use of the bathroom, patrons must remain in the room.
- Doors must be unlocked and lights on at all times.
- Once a study room has been assigned to a group, no switching of rooms will be permitted.
- There will be no request taken for specific rooms.
- Study rooms located in the departments shall serve their own clientele. Teens shall have use of both the 1<sup>st</sup> floor and 2<sup>nd</sup> floor study rooms.
- Only covered beverages approved in the Patron Behavior Policy are allowed. No food is allowed.
- There is no fee for the use of the study rooms. The individual who has given their ID is ultimately responsible for the condition of the study room. Repair costs and damage to the room will be charged to that individual.
- When the two-hour time limit expires, rooms will convert to a first-in-first-out policy as administered by library staff.

- Study rooms that are in a patron's name but go unoccupied for 15 minutes or longer will be considered vacated. After a reasonable attempt is made to locate the current occupants, all personal items in the room are to be taken to lost and found and the room becomes available again.
- Patrons currently in a study room as part of a group cannot be placed on the waiting list.
- Study rooms must be vacated 15 minutes before closing.

Four study rooms are available on the first floor in the Youth Services Department. Four study rooms are available on the second floor in the Adult Services Department. Some restrictions apply to the use of these rooms.

*Procedures and/or rules and regulations are developed in conjunction with a policy and are subject to change on an as needed basis.*