

Study Room Use Policy

The library has study rooms available in the adult area for the public to use. The rooms are not sound proof, so all usage of the rooms requires that volume be monitored and kept low. The following rules apply to the use of the study rooms:

- Use of the study rooms is limited to a maximum of four (4) hours per day. Use may be limited to fewer hours, based on usage or existing reservations.
- Rooms can be reserved on the same day of use only, either in person or by phone.
 - Users must provide name, phone number, number of people using the room, and length of time requested.
 - Users will be assigned a room based on occupancy or existing reservations.
- All users must sign in at the service desk with name, phone number, number of occupants, and length of time.
- When users vacate the room, they must sign out at the service desk.
- Users must adhere to the maximum occupancy guidelines which are posted for each room.
- If a single patron is using a larger study room and a smaller room is available, they may be asked to move if the room is needed by a group of two or more.
- Study room users must be at least 12 years old.
- Volume must be kept low – including voices and mobile devices.
- Lights must be left on when the room is in use.
- Snacks and covered beverages are allowed in the room. Users are expected to dispose of all garbage properly.
- The library is not responsible for unattended belongings. Do NOT leave unattended items in the study room. Staff may assume the room has been vacated and items will be removed and placed in the lost and found.
- No sleeping in the study rooms.
- Staff have the right to enter the study rooms at any time and monitor usage.
- Repeated violations of the study room rules will result in user being prohibited from future use.

All other library code of conduct rules applies while a patron is occupying one of the study rooms.

Approved by Library Board 12/11/24