

STUDY ROOM POLICY

Marion Public Library

Patrons may use their library cards to check out study rooms from the Information Desk. Room capacity varies from 1-3 people.

Once a room is checked out, staff will unlock it. The user's library card or another form of ID will be kept at the Information Desk for the duration of the checkout. The room will be locked once the card or ID is returned.

Room lights must remain turned on while occupied.

Rooms are available on a first-come, first-served basis and may not be reserved in advance. If all rooms are being used, patrons may check on next availability at the Information Desk. Users who have been in a room two hours or longer may be asked to vacate it.

Patrons may check out study rooms even if fines on their cards exceed the finelimit. Guests may check out study rooms as long as they leave I.D. at the desk.

Adopted by the Board of Trustees (10/12/15)
Revised 12/14/15
Revised 11/14/16

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