

# STUDY ROOM POLICY

## Marion Public Library

Patrons may use their library cards to check out study rooms from the Information Desk for periods up to two hours (or longer if no one is waiting). Room capacity varies from 1-3 people.

Lights must remain on while the room is occupied.

The user's library card or another form of ID will be kept at the Information Desk for the duration of the checkout. Patrons should stop at the desk to reclaim their ID before leaving; this serves as notice to staff that the room is again available for checkout.

Study 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.

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

Revised 11/12/18

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