

# Study Room Policy

| Scope of Policy |                            |                        |                  |
|-----------------|----------------------------|------------------------|------------------|
| <i>Scope:</i>   | Use of Library Study Rooms | <i>Effective Date:</i> | Revised 8/8/2022 |

| Provisions   |  |
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| <p><b>Patrons may use their library cards to check out study rooms from our online reservation system or any staff desk for periods of up to (2) two hours (or renew the room for up to another two-hour period if no one is waiting). Room capacity varies from 1-3 people.</b></p> <p>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.</p> <p>Study rooms are available on a first-come, first-served basis and may be reserved in advance. If all rooms are being used, patrons may check on next availability through our online reservation system or at any staff desk.</p> <p>Patrons may check out study rooms even if fees on their cards exceed the limit. Guests without library cards may check out study rooms as long as they leave ID at the desk.</p> <p>Beverages with lids are allowed, but food may not be consumed within study rooms.</p> |  |