

Study Room Policy

Scope of Policy			
Scope:	Use of Library Study Rooms	Effective Date:	Revised 02/17/2025

Provisions

I. General Rules Governing Use of Study Rooms

1. Study room capacities must be observed. Occupancy limits are posted in each study room and on the library website. Room capacity varies from 1-4 people.
2. The library is not responsible for loss or damage to the private property of individuals or organizations using study rooms.
3. Damage incurred to library property will be the responsibility of the person or group reserving the study room. Costs will be billed accordingly. Any unpaid damages or cleaning fees may result in a group or individual being barred from future room use.
4. Decorations and other materials may not be fastened to library floors, walls, doors, windows, white boards, or furniture.
5. No group or user may reassign use of the room to another.
6. Study room users are responsible for ensuring the room is returned to an acceptable condition for the next user. It is understood that study rooms may be in use multiple times a day for multiple different groups. If the user notices any damages to the room, they must notify staff at the start of their reservation time.
7. Beverages with lids are allowed in study rooms. Food of any kind may not be consumed.
8. Study room users must follow all library policies rules and procedures.

II. Study Room Availability & Reservations

1. Study rooms are available on a first-come, first-served basis. Rooms may be reserved up to one (1) week in advance through the library's online reservation system, or at any staff desk.
2. Study rooms may be checked out for a maximum of two (2), two-hour periods per day.
3. If all study rooms are being used, patrons may check on future availability through the library's online reservation system or at any staff desk.
4. Patrons may check out study rooms even if fees on their cards exceed the limit.
5. Guests without library cards may check out study rooms, and they must leave their ID at the desk.
6. If a reserved room is no longer needed, groups are asked to contact the library to cancel the reservation.
7. If a study room remains vacant 15 minutes after the reserved time, the room can be released to another patron.