

## Study Room Policies (Approved 8/2021)

- May be booked online (preferred method), by phone, or in person during normal open hours up to 4 weeks in advance or used FCFS if available.
- May be booked for 2 hours with one renewal if no one is waiting and there are no other reservations.
- May not exceed room capacity for any reason at any time.
- Rooms close 10 minutes before library closing.
- Applicants must provide notice of cancellations and may not assign a reservation to other individuals or groups.
- The Library reserves the right to change or cancel Study Room reservations.
- Patrons must check in at the circulation desk to be let into the room. Doors are locked at all times. See staff to re-enter.
- Groups must moderate noise and voice levels, so others are not disturbed. Library staff will issue a warning to occupants causing disruptions. Repeated disruptions may result in the suspension of study room privileges.
- Cleaning up the room, including disposing of trash and cleaning whiteboards and tables, is the responsibility of the persons using the Study Room.
- The Library retains the right to monitor all activities conducted on the premises to ensure compliance with Library regulations. Library staff must always have free access to Study Rooms.
- Failure to comply with the stipulations in these policies may result in the inability to book Study Rooms in the future. All patrons must follow the Conduct Policy.