



GROUP STUDY ROOM POLICY

STATEMENT OF PURPOSE

Group study rooms are provided at some library locations for people to work on projects or study together without disrupting other library patrons.

Chugiak-Eagle River

Group study rooms may be reserved by contacting the library where the group study room is located. Rooms may be reserved no more than sixty (60) days in advance at Chugiak-Eagle River Library. Reservations are forfeited if the group is more than 10 minutes late without prior notification. Walk-in usage is allowed if the rooms are not already reserved.

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Group study rooms are available on a first come first served basis and reservations are not available.

Usage Rules

- Usage may be limited, upon the determination of library staff, for reasons of availability, need, access equity, etc.
- There is a limit of 10 people
- A group may reserve a room for a 90-minute period per day; extension of time may be given if another group is not waiting for a room. Library staff will determine length of extension. Only one representative from a group may reserve a room per day.
- The person reserving the group study room must leave his/her library card, or other valid identification, at the public service desk for the period of use.
- Rooms reserved for business purposes including services, meetings, and events are subject to rental fees as described under the Services section of the APL website.
- Each group study room can accommodate only the number of people for which there is seating.
- Additional chairs may not be brought into the room nor may people sit on the table or floor in order to accommodate a larger group.
- The group study rooms must be vacated at least 15 minutes before the Library closes.
- Materials, personal or library, may not be left in the study rooms after use. The library assumes no responsibility for loss of materials left in study rooms.
- If the room is left in an untidy state, the patron associated with the room will be asked to clean it.
- A room must be left the way it was received. The group will lose room privileges if it is not.
- If the room has been damaged in any way, patron will be charged the actual cost for repairs.

Laws and Ordinances

All federal, state, municipal and library regulations, such as the Library's Code of Conduct, apply to the group study rooms. Persons in violation may be evicted.

Study rooms may be monitored by staff for compliance.

Recommended for approval: Judy Eledge, 10/20/2021

Approved by LAB, 10/2021