



## 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.

### Reservations

Group study rooms may be reserved in advance by contacting the library where the group study room is located. Rooms may be reserved no more than sixty (60) days in advance. 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. Usage may be limited, upon the determination of library staff, for reasons of availability, need, access equity, etc.

A group may reserve a room for a two-hour 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.

### Usage

- Group study rooms are not intended for use by only one person. Individuals wanting a quiet area should seek other places within the library.
- Group study rooms may not be used to conduct for-profit business, e.g. private tutoring services.
- 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.

### 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: Mary Jo Torgeson, Library Director**

**Approved by: Library Advisory Board, December 18, 2019**