

## PAULINE HAASS PUBLIC LIBRARY

### **POLICY: Library Study Room Use**

Approved by Library Board: June 19, 2024

Study rooms are provided in order to offer quiet study space, as well as to contain the noise of small group meetings or activities. Because the rooms are not sound proof, staff may disallow an activity that is disruptive to other library users.

1. Study rooms are for the use of those twelve and older. Younger children may use the room in the company of an adult.
2. Study rooms may be reserved up to one week in advance or used on a first-come, first served basis if not reserved. They may be reserved for up to 90 minutes per day. Use of the reserved room may continue beyond that 90-minute limit if no one else needs the room at that time, but the user will vacate the room within 10 minutes when it is needed by someone else. The total reserved use of the study rooms in a calendar day for use by an individual or group may not exceed 90 minutes.

Group members may not make reservations in their own names for the group to gain more than 90 minutes of reserved time for the group. Individuals who have used a reserved room earlier in the day may return later in the day to use an available room; their time allotment will be treated in the same manner as an extension of a 90-minute reservation.

3. Reserved rooms will be held for 10 minutes past the time reserved, and then will be made available to the next applicant.
4. A two-person study room may be used by no more than two people at a time.
5. The larger group study room is meant for quiet study, discussion, or for a small meeting. The group study room may be reserved by one individual or a group of up to six individuals. Reservations may be made up to one week in advance.

Because it is beneficial to separate larger, potentially noisier, groups from the common area, an individual who is using the group study room alone may be asked to vacate the room if a group of three or more requests it and a smaller room is available for the single individual.

6. In the event that this policy is not clear about a particular issue, Adult Services staff members make the decisions about use of the study rooms, basing their decision on the best use of library resources and the best service to all involved.
7. Users must check in at the adult reference desk to have doors unlocked.
8. Lights must remain on at all times when study rooms are occupied. Staff will make accommodations or exceptions when this poses a physical or medical issue.
9. The study rooms must be vacated at library closing time.

10. Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room.
11. The library is not responsible for unattended belongings or loss or damage to personal items.

Adopted by Library Board: February 1998  
Last revised: June 19, 2024