



Study Room Policy

Adopted: 03/25/2026

Study Rooms

This policy is to establish clear guidelines for the use of the Library's study rooms. It aims to ensure the rooms are utilized in a manner that benefits the community, maintains the integrity and condition of the rooms, and promotes fair access.

The Library building includes the following study rooms available for individual or collaborative meetings and work. In general, each of the study rooms are equipped with a monitor for projection as well as a whiteboard.

Room	Capacity
Study Room 1	6 persons
Study Room 2	2 persons
Study Room 3	2 persons
Study Room 4	2 persons
Study Room 5	4 persons

Scheduling Reservations

Study room reservations may be made via the Library's website or by visiting the Reference Desk. Reservations may be made no more than seven days in advance and are subject to approval. Members must be at least 14 years old to use a study room, with younger children requiring adult supervision.

Cancellations and Restriction of Privileges

The Library reserves the right to cancel study room reservation due to unforeseen circumstances. Further, staff may move reservations to other spaces within the Library in order to accommodate additional room bookings. The Library may also cancel a member or group's reservation if policies for use of the meeting rooms are violated.

1. Members and organizations will be held responsible for damage to the Library's study rooms; members are responsible for leaving the rooms in a neat, tidy and orderly condition. Failure to do so may result in the denial of future requests to use a study room.
2. Study rooms are not soundproof and reasonable noise may be heard between rooms. No noticeable noise should be heard outside of the room while it is in use.
3. Study rooms will remain locked when not in use. Rooms will only be unlocked to let a member in once they have signed in at the Reference Desk.
4. Reservations will be held for 15 minutes past the reservation start time. After 15 minutes, the reservation will be canceled and the room will be available for other members.
5. Users may be asked to leave if they disturb others or engage in destructive or inappropriate behavior.
6. Snacks and covered beverages are currently allowed in the study rooms. However, this is a privilege that will be taken away from all, if users fail to clean up after themselves.

7. Activities involving items such as (but not limited to) glue, paint, glitter, or other substances which are difficult to clean when spilled are not allowed. Any special cleaning costs will be billed to the contact person who made the reservation.
8. All Library policies apply to persons using the study rooms including but not limited to the Library Standards of Public Conduct policy.