



## STUDY ROOM USE POLICY

Several small study rooms, located in the Adult and Youth Services Departments, are available to the public and are designated for individual or small group study of eight (8) people or less.

Study rooms can be reserved online via our website, over the phone, or on a walk-up basis, as available. Reservations may be made a maximum of seven (7) days in advance. Room use, including time extensions, follows current procedures set forth by Library staff. Preference will be given to Literacy Volunteers and ESOL (English for Speakers of Other Languages) tutors, who may reserve up to two (2) weeks in advance.

The Library reserves the right to admit the next patron with a reservation into the study room. Study room users must abide by the Library's **Rules of Public Behavior Policy**, and all instructions from Library staff.

Study rooms close five (5) minutes before the Library's closing time.

Reservations may be forfeited if the patron using the study room is more than fifteen (15) minutes late, without notification.

### Citations

Adopted September 14, 1994

Re-adopted August 13, 1998

Revised February 9, 2006

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