

Study Room Procedures and Rules

Sign-ups

- ◆ Library card or Student I.D. needed for study room sign-ups.
- ◆ Sign-ups are taken at the Circulation Desk.
- ◆ All sign-ups are taken in person.
- ◆ No study room sign-ups will be taken over the phone or by e-mail.
- ◆ Sign-ups are administered on a first-come, first-served basis.

Rules

- ◆ 2-hour time limit per group-rooms are closed 30 minutes before the Library closes.
- ◆ Groups from 2-6 people may use rooms.
- ◆ Rooms are not sound proof-no music or loud voices.
- ◆ Food allowed includes: beverages in closed containers and small snacks.
- ◆ Rooms vacant for longer than 15 minutes will result in the group forfeiting their reservation.
- ◆ Doors are to remain locked and closed; library staff will initially open the doors for your group.
- ◆ Study rooms will be monitored; library staff has the authority to expel groups using the study rooms inappropriately.
- ◆ Abuse of study rooms and rules governing use may result in loss of library privileges.

Library Policies

- ◆ Library Policy 2.10: Food and Drink in Library:
ALLOWED: beverages in covered containers (cans, cups with top, bottled water, etc.); small snacks such as candy, cookies, crackers, nuts, chips;
NOT ALLOWED: open drinks, alcohol, ice cream/yogurt, restaurant food, sandwiches, anything requiring a utensil to eat (salad, yogurt, etc);
- ◆ Use of a study room by a group of children 9 years old or younger requires adult supervision **at all times** in accordance with Library Administrative Policy 4.08 "Use of Facilities and Resources by Minors."
- ◆ Study room users are expected to adhere to all Library policies including Admin. Policy 4.09 "Appropriate Library Behavior" which states "No disruptive behavior shall be allowed in the library; illegal activities are not permitted."

Violators will be asked to leave the library and may lose library privileges.