

## **Study Room Policy**

### **Agreement**

- The study room is available for all ages; those 5<sup>th</sup> grade and under require adult supervision.
- A valid Shorewood-Troy Library card or reciprocal library card is required. Alternatively, a non-resident must have a valid photo ID. Patrons will check-in with the circulation desk upon arrival and before departure.
- The study room can be reserved up to 48 hours in advance on a first come first serve basis. Study room capacity is 3.
- Time slots are one hour in length. Time may be extended up to one additional hour if the room is available. A limit of two hours per day will be enforced.
- Reservations will be cancelled within 15 minutes of a no-show.
- The study room is available for use when the library opens and continues until fifteen (15) minutes before closing.
- The library reserves the right to request any individual or group change its approved reservation to another date when necessary for a library-sponsored activity. Appropriate notice will be given to the contact person.
- The library should be notified of a cancellation as soon as possible. Repeated cancellations or unused reservations will result in denial of study room use.
- In the event of an emergency closing of the library, all reservations are automatically cancelled. Library staff will attempt to inform the contact person of the closing. Applicants may also call the library or visit the website for closing announcements.

### **Guidelines**

- Rooms may not be used for recreational use or purely social gatherings.
- No products or services may be solicited or sold. No money can change hands.
- Smoking, candles, or other fire hazards are not allowed in the library at any time.
- No food or open beverages are allowed in the study room.
- Personal articles in the room or left in the room are the responsibility of the user.
- Use of the study room computer requires consent to the internet use policy. Improper use will result in the immediate revocation of study room privileges.

Adopted by Board Vote on 2/13/14

- The meeting room must be left in a clean and orderly condition. Trash must be in appropriate receptacles and the carpet must be clean of debris. Failure to leave the room in its original condition may result in a cleaning fee.
- Staff has discretionary authority to remove users from a study room should behavior be inconsistent with the purpose of the room's use and/or is disruptive to others in the library. All library rules, regulations, and policies are applicable.
- The responsible patron will be held accountable for the actions of guests and for adherence to all guidelines set forth in this policy and all applicable library policies. He or she will be liable for any damage or theft of any library property caused by guests.
- Failure to comply with the above guidelines will result in the loss of study room privileges.