

Portage Public Library STUDY ROOM USE POLICY

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I Purpose

The Portage Public Library provides space for small discussion and study in three (3) study rooms that seat six (6) people or less. To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Portage Public Library Board of Trustees sets forth the following rules governing the use of the library study rooms.

II Definition and Description of Rooms Available

- (A) Study Room 1, located on the far south wall of the teen department, seats up to six (6) people.
- (B) Study Room 2, located on the interior of the teen department, seats up to six (6) people.
- (C) Study Room C, located in the Children's Library, seats up to three (3) people.

III Reservation of Rooms and Hours Available

- (A) Study rooms must be reserved before use. Advance or walk-in reservations are acceptable.
- (B) Study rooms may be reserved at the Reference Desk or by telephone. Responsibility for the room lies with the patron who reserves the room.
- (C) A person must be at least fourteen (14) years of age to occupy a study room. Patrons younger than fourteen (14) must have an adult eighteen (18) years of age or older present in the study room at all times during use.
- (D) Study Room C is available for use by a parent, teacher, or other guardian accompanied by a child twelve (12) years of age or younger. Exceptions will be made at the discretion of the Children's Services Librarian or the Library Director.
- (E) The reservation start time is firm. If the patron does not arrive within fifteen (15) minutes of the scheduled time, the room will be considered available for other users.
- (F) Failure to notify the library of a cancellation may result in loss of study room privileges.
- (G) Patrons are expected to vacate the study room, immediately, once their scheduled time expires.

- (H) If the room is vacated prior to the reservation's end time, the room will be considered available for other users.
- (I) Reservations may be made for up to three (3) hours per day. Any extension beyond three (3) hours in a given day will be made after the three (3) hours have expired and it will be based on the availability of another study room.

IV Rules of Use

- (A) Study rooms cannot exceed seating capacity (see Sec. II above).
- (B) Furniture may not be brought into or removed from a study room without approval from library staff.
- (C) Other quiet areas exist in the library. Patrons are encouraged to use those areas for individual study purposes.
- (D) Food and drink are permitted in the study.
- (E) Study room users need to keep the noise level to a minimum. If the noise level disrupts other users of the library, those causing the excessive noise will be asked to leave.
- (F) The library will not provide storage for patrons using the study rooms.
 1. Patrons may not leave their possessions in a study room during their reservation time to get lunch, run an errand, or for any other reason.
 2. Patrons who leave the room unattended for more than 15 minutes will forfeit their reservation.
 3. Items left behind will be placed in the Lost and Found.
 4. Upon notification, an exception will be made to accommodate patrons needing time to find library materials to bring into the study room. However, the library cannot assume responsibility for the security of private materials or equipment.
 5. Patrons who need to leave the library during their reserved time can reschedule a reservation without penalty. A reschedule will be treated like any other reservation.
- (G) Study rooms are available during library hours of operation. Individuals or groups need to vacate the study rooms fifteen (15) minutes prior to closing time.
- (H) Patrons who use the study rooms are expected to leave the rooms in their original order, free of trash.
- (I) Use of study rooms as a place to conduct regular business or as a place to hold office hours is prohibited.
- (J) Failure to abide by library policies and rules established for study rooms will result in suspension or termination of study room privileges.

V Charges and Fees

- (A) Use of library study rooms is free of charge provided that this policy is followed.
- (B) If the room is not restored to its original order, if library furniture or equipment is missing from a study room, if additional custodial cleaning is required, the library will bill the patron who reserved the room the cost of that labor.
- (C) If the room is damaged beyond normal wear and tear, the library will bill the patron who reserved the room for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.
- (D) For any instances listed in Sec. V, the individual will not be permitted to reserve study room space until all charges have been paid.

This policy replaces any previous policy regarding the library study rooms.

Approved by the Portage Public Library Board of Trustees
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