

## DeKalb Public Library Study Room Use Policy

### POLICY STATEMENT:

The DeKalb Public Library provides study rooms to serve the needs of the Library and the DeKalb community as a public service. The Board of Trustees authorizes the Library Director to establish reasonable procedures governing the use of study rooms in collaboration with the Board of Trustees. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of any group or individual using study rooms. Study room users may not use the Library logo in any form or identify or imply that the Library is a sponsor of their activities.

*Approved 06/14/2017*

### DeKalb Public Library Study Room Use Procedures

#### PROCEDURES:

- Study rooms are available in two hour intervals and may be reserved up to 4 months in advance at no charge for DeKalb Library cardholders or cardholders of reciprocal libraries. Tutors must purchase a card as outlined below. Reservations may be made on [our website](#) or by speaking to a staff member at one of the reference desks. The DeKalb Public Library cardholder who books the room is expected to remain in the room at all times.
- Adult study rooms may be used by patrons 12 and up. Children's study rooms may be used by patrons 18 and under, or adults accompanied by children. Teen study rooms may be used by patrons in 6<sup>th</sup>-12<sup>th</sup> grades.
- Application for the use of the Library facilities does not guarantee approval. Applications will be approved on a first-come, first-served basis. Confirmation or denial of applications for reservations will be made in writing.
- Study room reservations may not be transferred to any other person or group.
- Study room reservations that have not been claimed within 10 minutes of the scheduled start time will be considered no-shows and the reservation will be removed. Late arrivals will not have extended reservations.
- Failure to provide 2 hours' notice of a cancellation may be grounds for suspension of study room privileges.
- Study rooms that do not have prior reservations will be allotted on a first-come, first-served basis.
- Because of the general demand for use of the study rooms, reservations for a maximum session of two hours may not exceed one per day. A person who has used a group study room on any given day as part of a group may not have another session as part of another group at the Library on that day. Groups may not obtain additional sessions by having different members of the group make a reservation for the same, substantially the same or similar groups.
- Requests to extend study room sessions will be accommodated if there are no requests for use of the room within the next half hour. Those individuals or groups who have been allotted additional time in study rooms beyond the two hour limit will be asked to vacate if all study rooms are filled and a new party wishes to utilize a room.
- There is no guarantee of a silent atmosphere inside each study room due to their proximity to one another; however, users of each study room are asked to be respectful of other patrons in adjacent study rooms and of the Library's conduct policy regarding noise.
- Study rooms are available for use during Library open hours only. Rooms must be vacated at Library closing, or at the end of the scheduled session, whichever comes first.
- Upon arrival, individuals with study room reservations must check in at the service desk closest to the study room reserved: Youth Services for children's study rooms, Teen Services for teen study rooms, and the Tech desk for adult study rooms.
- Study room users are asked to notify Library staff when the session is finished. The room will then be inspected for condition.
- Each study room has a set configuration. If a group decides to use a different room setup, the room must be returned to its original configuration upon departure. Signs and decorations may not be taped or stapled to walls

or doors, and waste must be placed in appropriate garbage and/or recycling receptacles. Study room users are responsible for setup and cleanup, and study rooms are to be left as they are found.

- If a study room has been vacated for more than 10 minutes, the Library reserves the right to remove the user's belongings to the circulation desk without assuming responsibility or liability thereof and to reassign the study room to an available status. The Library is not responsible for possessions left in a study room or moved by staff to another location.
- The Library does not provide equipment and/or storage for non-Library materials.
- Failure to comply with Library policies, rules and regulations (including this policy) will be grounds for suspension of study room privileges for up to six months.
- Any individual using the study room shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual or group in accordance with the Meeting Room Policy and Library Conduct Policy.
- The Library reserves the right to cancel or transfer study room reservations for any reason.
- The Library may refuse or discontinue any use which is disruptive to the normal operation of the Library, destructive to the building or equipment, fails to follow the Library's Code of Conduct, or if information is falsified on the study room application. Meeting room use that generates excessive noise will be considered disruptive.
- Library staff may enter any study room to ensure adherence to Library policies and to ask users to vacate the room if necessary.