

Study Room Policy

There are 5 study rooms available for patron use.

Study Room A (8 person max)

Study Room B (2 person max)

Study Room C (2 person max)

Study Room B & C (4 person max)

Study room D (3 person max)

Study Room E (3 person max)

The Conference Room is a community room, not a study room. However, the Conference Room may be used to accommodate study room overflow when it is not in use for other purposes. The Conference Room cannot be reserved ahead of time.

Use Policies

Study rooms must be booked by someone high school age or older. The person booking the study room is responsible for the actions of any minors they choose to bring into the room.

Study rooms can be used for any purpose that does not violate the general library "Use of Library Facilities" policy resolution.

Staff should assign rooms with the group size as priority over preference.

Staff have the right to move reservations if it is to accommodate a larger group at all possible times.

When possible, patrons are guaranteed two hours of study room use per session. This time can extend if no one is waiting to use the room.

Reservations

Reservations for Study Rooms can be made up to one week in advance from when the request is made.

A patron can have a maximum of two active reservations, but not on the same day.

A patron who is using or has used a study room is unable to make or participate in any additional reservations on the same day (Groups which have reserved or used a study room secured by one group member may not extend their time by securing a reservation for another group member).

Current study room sessions will not be ended to accommodate patrons who have previously used a study room that day.

Reservations will be held for 15 minutes beyond the scheduled session start time. If a patron does not claim the reservation by that time it will be forfeited.