

# STUDY ROOM GUIDELINES

- Please sign up for a Study Room at the Adult Reference Desk. Study Rooms are available to those fourteen years or older.
- You must present and leave a valid library card at the Adult Reference Desk. Fines on the card must be less than five dollars. Additionally, the card left must belong to the responsible person checking out the room and must remain in the room for the duration of reservation.
- Study Rooms are available on a first-come, first-served basis. They may not be booked ahead of time; however, you may sign up on the waiting list if they are all full. You have ten minutes from the reserved time to claim the Study Room or else it will be offered to the next person on the waiting list.
- Study Rooms are available for a single two-hour period per day. Another reservation can be made after one hour from the time of last checkout. No more than two reservations per day. Individuals of a group who have used the Study Room may not sign-up for additional Study Room time.
- Library staff will check the room for damages prior to you using it to assure that you will not be responsible for someone else's vandalism.
- The lights must be kept on at all times.
- You are responsible for all dry erase markers and erasers checked out from the Reference Desk as well as erasing the white board when finished. Please return the markers and erasers to the Adult Reference Desk.
- No food and drinks are allowed inside the Study Rooms.
- Please keep all chair legs on the floor and refrain from leaning the chairs against the wall.
- You are responsible for leaving the Study Rooms neat and clean. Please push in all chairs and make sure tables are clean.
- Please close and lock the Study Room door and check out with Adult Reference staff when finished.
- Study Rooms will close 15 minutes before the Library closes.
- Maximum capacity for Rooms A & B is six and maximum capacity for Room C is eight.
- Failure to follow these guidelines may result in loss of Study Room privileges.

These Guidelines must be followed in addition to those in the  
Library's Code of Conduct.

**THANK YOU**

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