

## STUDY ROOMS

*Two study rooms are available on the first floor of the Library in the Youth Services Department that can each accommodate 4 persons. Four study rooms are available on the second floor of the Library in the Teen/Adult Services Department, one that can accommodate 8 persons, one that can accommodate 4 persons, and two that can accommodate 1 person. Some restrictions apply to the use of these rooms.*

### 1. **Purpose**

The study rooms of the Library are for use as a site for quiet study by small groups or individuals. Such use shall at all times be consistent with the *fundamental objective of the Library to provide for all ages a suitable environment for research, study, education and reading.*

### 2. **Qualifying Organizations**

Individuals and small groups whose purposes are limited to civic, cultural, or educational objectives may use the study rooms

Use of the 2 study rooms located on the first floor of the Library in the Youth Services Department is restricted to youth in 5<sup>th</sup> grade and younger and any accompanying adult(s). Adults unaccompanied by youth should use the study rooms located on the 2<sup>nd</sup> floor of the Library in the Teen/Adult Services Department. Should all the study rooms located on the 2<sup>nd</sup> floor of the Library be unavailable, available study rooms on the first floor may be used for study by adults, at the discretion of Library staff.

The following uses of the Library study rooms are expressly prohibited: buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) for cash or other consideration (except in support of the Library); and personal or family events.

### 3. **Time Limits**

Study room use will be limited to up to two hours per use when someone else is waiting to use the room. If another customer has reserved the study room, please vacate as quickly and courteously as possible.

The study rooms are available until 5 minutes before the Library closes.

### 4. **Reservations**

The study rooms can be reserved on a first come, first served basis for up to 2 hours via the online or mobile D!bs platform.

### 5. **Locking**

The study rooms will be unlocked during business hours. If there is someone occupying the study room you have reserved via D!bs, let them know that you now have a reservation for the room. If you need further assistance, seek out a librarian.

### 6. **Behavior**

**Approved and adopted by the Hussey-Mayfield Memorial Public Library Board on November 15, 2018.**

Customers may be asked to leave if they disturb others or engage in destructive or inappropriate behavior. Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room.

If study rooms are left for more than 20 minutes, users are asked to remove all belongings and alert Library staff that they are vacating the study room. Items left for longer than 20 minutes may be removed by Library staff.

**7. Lost Items**

The Library is not responsible for the loss or damage to personal items.