

# **Portage Public Library STUDY ROOM USE POLICY**

- I Purpose of Policy
- II Definition and Description of Rooms Available
- III Reservation of Rooms and Hours Available
- IV Rules of Use
- V Charges and Fees

## **I Purpose of Policy**

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) Reservations may not be made more than four (4) months in advance.
- (C) Study rooms may be reserved at the Reference Desk or via telephone with a library card that is valid for use in the South Central Library System, or with a valid driver's license or ID. Responsibility for the room lies with the patron who reserves the room.
- (D) A person must be at least 14 years of age to occupy a study room. Patrons younger than 14 must have an adult 18 years of age or older present in the study room at all times during use.
- (E) Study Room C is available for use by a parent, teacher, or other guardian accompanied by a child 12 years of age or younger. Exceptions will be made at the discretion of the Youth Services Librarian or the Library Director.
- (F) The reservation start time is firm. If the patron does not arrive within 15 minutes of the scheduled time, the room will be considered available for other users.
- (G) Failure to notify the library of a cancellation may result in loss of study room privileges.

- (H) Patrons are expected to vacate of the room if another reservation is scheduled for the room.
- (I) If the room is vacated prior to the reservation's end time, the room will be considered available for other users.
- (J) 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) The study rooms are for the purposes of quiet study and discussion. The study rooms are intended for use by up to a number of people not to exceed each room's seating capacity (see Sec. II above). The room seating capacity is a fire code requirement; therefore, it must be enforced.
- (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 and patrons are encouraged to use those areas for individual study purposes.
- (D) Food and drink are permitted in accordance with the Portage Public Library Public Behavior Policy.
- (E) Study room users shall keep the noise level to a minimum and shall not disrupt other users of the library. If the noise level disrupts other users of the library, the individuals causing the excessive noise shall be removed from the study room.
- (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 must be out of the 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) The study rooms may not be used for meetings or discussions if the content of the meetings or discussions tends to incite an immediate breach of the peace.
- (J) The study rooms may not be used for meetings or discussions that encourage or promote violence against or physical injury to individuals or groups of individuals.
- (K) Due to the small size of the study rooms, gatherings shall not be open to the public.
- (L) The library phone number shall not be used as a contact number, nor shall groups or individuals use the library as a mailing address. In order to provide as much access to the study rooms as possible, use of study rooms as a place to conduct regular business or as a place to hold office hours is prohibited.
- (M) Individuals using study rooms must comply with all library policies and shall immediately cease actions deemed in violation of these policies upon request.
- (N) Failure to abide by the policies and rules established for study rooms will result in suspension or termination of an individual's 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 and it would require extra custodial cleaning, the library will bill the user a charge of \$30 to cover the cost of that labor.
- (C) If the room is damaged beyond normal wear and tear, the library will bill the user 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) If library equipment is missing after a room has been used, the library will bill the user for the costs of replacement.
- (E) The overtime costs to staff the library beyond its normal schedule will be billed to the user for any use of the study rooms that go beyond the library's regularly scheduled hours of operation.
- (F) For any of the above instances in Sec. V, the individual will not be permitted to reserve study room space again until these charges have been paid.

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

Approved by the Portage Public Library Board of Trustees  
November 12, 2013