George H. & Ella M.
Rodgers Memorial Library
INSPIRING IDEAS

Policy Number: 18

Policy Subject: Study Room

Adopted By: Library Board of Trustees	Revision Number: 1
Approval Date: May 19, 2021	Revision Date: May 19, 2021

1. Policy:

The study rooms at the George H. & Ella M. Rodgers Library, hereinafter RML, are for use by small groups and individuals for quiet study and/or work on team projects when not being used for library programs or meetings. The rooms are not available for regularly scheduled classes.

2. Procedure:

- Study rooms are available on a first come first served basis unless reserved in advance. With the exception of same day reservations, one of our study rooms can be reserved up to 3 months in advance either online or at the Reference Desk. RML cannot guarantee the space for regular meetings.
- No group may transfer use of room to another group.
- Study rooms may be used for two hours. The length of these sessions may be extended if no other patrons are waiting to use the rooms.
- A maximum of two meetings per week may be scheduled. The Library Director or the Library Board of Trustees, hereinafter BOT, must approve long term or multiple engagements.
- A designated individual in the group using a study room must show a personal ID at the Reference Desk (i.e. valid driver's license, current library card, student ID).
- Library staff should be notified as soon as possible if a meeting scheduled for the room has been cancelled. If it becomes apparent that a recurring reservation is not being used, RML will attempt to contact the applicant before cancelling the remaining reservations.
- No food or drinks except for covered water containers are allowed in the study rooms except for library sponsored programs that are led by a library staff member.
- RML is unable to provide storage space for groups using the room and assumes no responsibility for equipment or personal articles. Any items left in the room will be discarded.

- Students younger than sixth grade must be accompanied by an adult when using the study rooms.
- A reserved study room not occupied within 15 minutes of the reserved time will be considered open and made available for use by other patrons. Failure to cancel a reservation in advance may result in loss of your privilege.
- A reserved study room left vacant for more than 15 minutes will be considered abandoned and will be made available for use by other patrons.
- Library study rooms may not be used to distribute or sell goods or services of any kind, and no financial transaction may occur in the library.
- The study rooms are equipped with 6 chairs. No extra chairs will be allowed without prior approval from library staff.
- Activities in a study room should not materially or substantially interfere with the proper functions of the library. Prohibited activities include causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate the RML's Patron Conduct Policy.
- All study rooms must be vacated 15 minutes before the library closes.

All individuals are responsible for the condition of the rooms they occupy and should return furniture to the original arrangement. Repair costs to fix any damage to the room will be charged. All individuals in the room are responsible for the behavior of others using the room during their session.

The rooms are not available for regularly scheduled classes.