

Study Room Policy
Smith Public Library
Approved by the Library Board, October 8, 2018

Reservations

- A library card is required to use the study rooms.
- Study rooms may be reserved at the Help Desk in person or on the phone.
- Reservations are for same day only during the library's operating hours.
- Staff will assign the first available study room.
- Any individual or group are limited to one (1) room for two (2) consecutive hours per day.
- The reservation will be held for ten minutes past the reservation time before the reservation is forfeited.
- Study rooms are for ages 16 and up. No adults with children under age 16 are allowed.

Guidelines for Use

- A library card is required to use the study rooms.
- The person with the library card who reserved the study room must check in at the Help Desk to use a study room.
- The person with the library card who reserved the study room must check out at the Help Desk.
- No food is permitted in the study rooms. Beverages in covered containers are allowed.
- No materials may be tacked or posted in the study room walls or windows.
- No furniture may be moved in or out of the rooms without the approval of Help Desk staff
- Study rooms have four chairs and two tables.
- A study room may be reassigned if it is left unattended for more than fifteen (15) minutes.
- The library reserves the right to remove unattended belongings. Items will be sent to Lost and Found at the Circulation Service Desk.
- Study Rooms must be vacated fifteen minutes before library closing.
- Study rooms will be monitored; library staff have the authority to expel individuals violating the Patron Behavior Policy.
- Misuse of study rooms and rules governing use or damage to study rooms may result in loss of library privileges, as defined in the Patron Behavior Policy.
- Groups are fully responsible for the cost of any and all damages based upon actual repair or replacement costs.
- The Library assumes no responsibility for unattended personal belongings.
- The walls are not insulated. Please moderate your volume.
- Do not sit on or move any tables or tip the chairs

Study Rooms May Not Be Used

- For purposes prohibited by city ordinance, by state or federal law, or by any other Library Rules and Regulations.
- Commercial use of any kind is prohibited. Direct and indirect solicitation of goods or services and collection of fees for any purpose, including fundraising, goods, services or admission is prohibited.