

STUDY ROOM USE POLICY

Five small study rooms, located in the Adult and Youth Services Departments, are available to the public and are designated for individual or small group study.

For comfort, "small group" shall be defined as a maximum of six (6) people, subject to the approval of the librarian. Groups of more than six people must meet qualifications for the small and large meeting rooms. (Information regarding these requirements is available at the Circulation Desk.) Time allotments consist of one or two (1 or 2) hour blocks with extensions, as they are available.

Space is provided on a walk-in basis, or reservations may be made a maximum of seven to fourteen (7-14) days in advance. Preference will be given to Literacy Volunteers and ESL (English as a Second Language) tutoring.

Reservation will be forfeited if anyone using the room is more than fifteen (15) minutes late, unless the Information Desk has been notified.

Citations

Adopted September 14, 1994

Re-adopted August 13, 1998

Revised February 9, 2006

Revised October 19, 2006