

LIBRARY STUDY ROOM POLICY

GENERAL POLICY

There are four rooms designated for use as a study room on the upper level of the Library. These study rooms may be used by individuals or groups for studying, meetings or as a work space at times designated by the Board. Study rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising, except for fundraising by the Library or Library associated organizations, such as the Friends of the USR Library.

RULES AND REGULATIONS

1. Registration

Users must register at the main circulation desk. Time may be reserved by Library patrons up to one week in advance. Failure to sign in within 10 minutes of the reserved time will result in the forfeiture of the reservation and the room will be open to other users. When a group uses a study room, the group as a whole is considered the user and may only use the room for one hour. The group may not monopolize the room by signing in multiple times using individual names.

The person who is registered to use the Study Room must be present in the Library to use the room. Rooms cannot be reserved for use by others.

An individual may only register in advance to use a study room twice a month.

2. Time Limitations

Users are permitted up to the one hour of use reserved after signing in at the main desk. Provided that no one else is waiting to use the room, the room may be used beyond the one hour time limit to a maximum of three hours per day.

3. Library Priority

Library sponsored activities, including the Friends ESL program, and test proxies for distance learning courses will take precedence over all other uses.

4. Noise

The use of the rooms will be monitored by the Library staff to ensure that the noise level does not interfere with the quiet use and enjoyment of the Library by others. The Library staff may terminate the use of the room by an individual or group if the noise continues to be disruptive to others after being warned by the staff.

5. Food and Drink

No food or drink, except water, is permitted in the Study Rooms.

6. Penalty for Misuse of Library Facilities

Violations of this policy or general library conduct policy will result in the forfeiture of study room use for one month.