

STUDY ROOM POLICY

Board Approved: May 18, 2023

The Community Library Network provides study rooms at all buildings except for Harrison. Study rooms are available for short-term use by individuals and small groups for educational or civic purposes during regular library open hours on a walk-in basis.

The study rooms may be checked out through the library's circulation system. A Community Library Network library card, driver's license, or school ID with picture is required. The responsible party checking out the study room must be 14 years old or older.

Guidelines

1. Study room use is limited to once a day by the same individuals or groups.
2. Study rooms will not be used for commercial purposes, or by those with a commercial, for-profit intent.
3. Groups must comply with the occupancy limit posted for each room.
4. Study rooms are checked out for two hours. The time limit may be extended if there is no other demand for the room or until the room is requested. In no case should use extend beyond four hours.
5. Conversations should be kept to a level that cannot be heard outside the room.
6. The library assumes no responsibility for personal property left in a study room.
7. Covered drinks are allowed in study rooms, but food is not.
8. Failure to leave the room as found may result in the loss of study room privileges.
9. The responsible party assumes full responsibility for any damage to the library facilities or equipment it uses. If damage or soiling occurs to the room or furnishings, the responsible party will be billed the cost of cleaning and/or damages.
10. All individuals must follow the Rules of Conduct: [Rules of Conduct Policy approved 5.17.21 \(communitylibrary.net\)](#)