

## STUDY ROOM POLICY

The Study Room Policy is intended to provide guidance to the public about the use of the Garfield County Public Library District (DISTRICT) study rooms in its facilities. The DISTRICT Code of Conduct gives specific information on what is allowed at the library, and applies to all aspects of library use.

**Intent:** Study rooms are available to the general public for study, quiet reading, small meetings and other purposes. Anyone can use the library's study rooms; no library card is required.

**Priority:** Reservations shall be granted to library patrons on a first-come, first-served basis. In scheduling the use of study rooms, the DISTRICT may grant priority to students, students and tutors affiliated with literacy programs, and quiet reading over meetings for non-profit groups and business uses.

**Length of use:** Study rooms may be used for two (2) hours maximum within a business day. Extensions of time are at the discretion of the library branch manager, and may be granted on a case-by-case basis. Users may be asked to leave a study room after two (2) hours to make room for others, even if no one is waiting to use the room.

**Hours of Use:** Study rooms are available during regular library operating hours. There is no before or after hours use available. Users are asked to vacate the study rooms fifteen (15) minutes before closing. *Exceptions may be made at the discretion of the Branch Manager.*

**Reservations:** Study rooms may be reserved up to a week in advance. **Reserved rooms will be given away to another user 15 minutes after a reservation has failed to show up at their reserved time.**

**Walk-in use:** Walk-ins are considered on a first-come, first-served basis for available rooms. A calendar of reserved times may be kept at the staff desk and reservations can be made by calling the specific branch you are interested in using.

**Behavior:** Users are expected to follow the GCPLD Code of Conduct at all times while using study rooms. There is no age limit for use, but anyone in need of supervision may be asked to leave.

**Regular use:** Study rooms are not intended to serve as ad hoc office space and regular daily use by any single individual will be discouraged. Any on-going or regular use must be pre-approved by the library branch manager.

**Room Set-up:** The study room should be left in the same condition you found it. Please remove any writing from the white board, pick up any trash and return tables and chairs to their original configuration. Please alert staff to any maintenance issues (spills, etc.).

**Supplies:** Some study rooms have white boards or white board tables. Markers can be borrowed from the library's front desk.