



Title: Study Room Use		Policy Number: 206
Effective Date: July 27, 2015	Supersedes policy number or date: June 2012	
Review Date:	July 2017	

- I. Purpose: The Crown Point Community Library (CPCL) provides space for small discussion and study in three (3) study rooms that seat up to 6 people. To ensure the rooms are available to all members of our community, the Crown Point Community Library Board of Trustees sets forth the following rules governing the use of the library study rooms.
- II. Scope: Applies to all users and employees of the Crown Point Community Library.
- III. Background: None
- IV. Definitions: Study rooms are for individual or limited small group activities.
 - a. Study Room I seats 3 people
 - b. Study Room II seats up to 4 people
 - c. Study Room III seats up to 6 people
 - d. Each study room contains electrical outlets, one table, and access to the library's Wi-Fi network.
 - e. Library study rooms are intended for quiet, informal small group use and are not to be used for commercial purposes (commercial purposes include, but are not limited to, the offering or solicitation of goods, services, or memberships.)
- V. Policy:
 - a. Study room use will be limited to two (2) hours per day. Time may be extended to a maximum of four (4) hours if no other group is waiting for the use of the room.
 - b. Two (2) study rooms may be reserved up to one (1) month in advance. All time slots are first-come, first-served basis.
 - c. All reservations are handled by the Reference Department.
 - d. Room reservations are held for 10 minutes past the reservation time. After ten minutes, the room will be released for others to reserve.
 - e. Study room users must present an ID, student ID, a CPCL library card, or other form of identification prior to using the room.
 - f. All library behavior guidelines must be followed. Violation of behavior guidelines may result in asked to leave or have further use of the room restricted.

- g. Drinks with covered lids are allowed in the study rooms. Food is prohibited.
 - h. Study rooms are not soundproof; discussions should take place at quiet conversational levels. For their own protection users should limit conversation of a private or confidential nature as privacy cannot be guaranteed.
 - i. The Library is not responsible for accidents, injury, loss or damage to the private property of the individual or organization using the room(s).
 - j. All study rooms must be returned to original configuration before leaving. Study rooms must be vacated at least 15 minutes before the library closes.
 - k. The library does not assume any responsibility for the security of personal items.
- VI. Enforcement: The Crown Point Community Library has the right to set and enforce rules and regulations concerning the use of Study Rooms provided by the library.

Approved by the Board of Trustees

President, Board of Trustees

Date

Adopted June 2012
Revised July 27, 2015