



Guidelines for Study Room Use:

- Rooms can be reserved in person, by telephone or through our online reservation software on a first-come, first-serve basis.
- Study rooms may be reserved one month in advance.
- Individuals ages 14 years old and older may reserve a study room.
- There is a room capacity limit of six (6) persons.
- Room reservations are held for 15 minutes. After 15 minutes the room may be booked for another user. Please notify the Library as soon as possible if you need to cancel so that others might use the room.
- If all rooms are in use, there is a 2-hour guaranteed time limit. If there is no one waiting for a room, you may extend your time of up to two (2) hours; not to exceed four (4) hours maximum for the day. This room cannot be used to hold regular office hours.
- Rooms must be vacated by 15 minutes prior to closing.
- Trash should be disposed of before leaving and the room is to be left in clean condition. Any food deliveries must be accepted outside of the Library.
- The Library's rules of conduct apply in the study rooms.

Misuse of study rooms and guidelines may result in loss of Library privileges.

(Effective March 1, 2023)