

ITEM NUMBER: 8.01A
CHAPTER 8: Facility and
Equipment
Management
CODE: Procedure
COMPUTER ID: FMPRO-3

Title:	Study Room Procedure
Effective Date:	6-2013
Authorized By:	Library Director
Date of Last Revision:	4-2015

Two study rooms are provided in order to offer quiet study space.

- Study rooms are to be used for educational purposes only.
- These meeting rooms are not an appropriate venue for the following activities, including but not limited to: parties, testing, marketing, promotions, interviewing (in general), depositions or other discovery-related proceedings, attorney-client interviews, guardian ad-litem interviews of wards, mediation or other alternative dispute resolution proceedings, or private for-profit tutoring.
- Room usage is intended for those library customers aged 13 and older. Customers younger than 13 must have an adult or responsible teen present in the study room at all times during use.
- The study rooms may be reserved up to seven days in advance or used on a first-come, first served basis if not reserved.
- Study rooms may be reserved for up to 120 minutes per day. Reference Desk staff may allow use beyond that limit if no other customer needs the room at that time.
- Users must check in and register at the Reference Desk to have the rooms unlocked. They must present a valid library card, school ID or state-issued ID and sign the Small Conference Room Study Waiver.
- Reserved rooms will be held for 15 minutes past the time reserved and then made available to the next applicant.
- The small study room (Rm. #1) may be used by no more than six people at a time.
- The large study room (Rm. #2) is intended for groups of up to ten individuals.
- Users must notify the desk when done with a room.

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- Staff will check the room for cleanliness and make sure the room is locked.
- Study rooms must be vacated 15 minutes prior to library closing time.
- Since the rooms are not sound proof, Reference Desk staff may disallow an activity that is disruptive to other library users.
- In the event that this policy is not clear about a particular issue, Reference Desk staff will make the decision about use of the study rooms, basing their decision on the best use of library resources and the best service to all involved.
- Marathon County Public Library retains the right to monitor all activities conducted on Library premises to ensure compliance with MCPL policies.