

Rosemary Garfoot Public Library Study Room Use Policy

The purpose of the Rosemary Garfoot Public Library study rooms, is to provide space for small groups to meet and work. Groups may reserve study rooms in advance; individuals may use study rooms on a first come, first served basis. Two study rooms are available with seating capacity of four to eight. To ensure the rooms are available to all library users, the Rosemary Garfoot Public Library Board of Trustees sets forth the following rules governing use of the library study rooms.

Description of Rooms Available

- Historical Society/ Study Room 1 seats up to four (4) people. This room holds Historical Society archives and doubles as office space for the Society.
- Study Room 2 seats up to eight (8) people.
- Both rooms have access to the library's free wireless Internet access.
- When study rooms are in high demand, library staff may book meeting rooms as alternate study rooms providing the rooms are not already booked for public use.

Reservations of Rooms and Hours Available

- Study rooms must be reserved before use. Individual reservations and reservations by tutors are in-person and on a first come, first served basis. Group reservations may not be made more than two (2) weeks in advance.
- Individual and tutor reservations may be made at the circulation desk.
- Advance group reservations may be made in-person or via telephone.
- Responsibility for the room rests with the person who reserves the room.
- A person must be at least 13 years of age to occupy a study room. Persons younger than 13 must have an adult 18 years or older present in the study room at all times during use.
- Reservation start times are firm. If a patron does not arrive within 10 minutes of the scheduled time, the room will be made available to others.
- Failure to notify the library of a cancellation, may result in loss of study room privileges.
- Vacating the room is required if another reservation is scheduled for the room.
- If the room is vacated prior to the reservation's end time, that time will be made available for other users.
- Reservations may be made for up to three (3) hours per day. Any extension beyond three (3) hours in a day, will be made after the three (3) hours have expired. Extensions will be based on availability of at least one (1) study room.

Rules of Use

- Study rooms are intended for the purposes of quiet study and discussion.
- The study room seating capacity may not be exceeded due to fire code.
- Furniture may not be brought into the room or removed without approval from library staff.

- Food and drink are permitted in study rooms.
- Study room users shall keep noise to a minimum. If the noise level disrupts other library users, individuals causing the disturbance will be asked to leave the study rooms.
- The library will not provide storage for people using the study rooms.
 - Patrons may not leave possessions in the room during their reservation time to run errands, get lunch, or for any other reason.
 - Patrons leaving the room unattended for more than 10 minutes will forfeit their reservation.
 - Items left behind will be placed in lost and found.
 - Upon notification to staff, patrons may leave the room to find library materials to bring to the room. The library cannot assume responsibility for the security of private materials or equipment.
 - Patrons who need to leave the library during their scheduled time will not be penalized and they may reschedule.
- Study rooms are available during open library hours of operation. All study room users must vacate the rooms ten (10) minutes prior to closing time.
- Patrons using study rooms must leave rooms in order.
- Study rooms may not be used for discussions or meetings if the content tends to incite an immediate breach of the peace.
- Study rooms may not be used for discussions or meetings that promote or encourage violence against or physical injury to individuals or groups of individuals.
- Use of tobacco products and consumption of alcohol on library premises is prohibited.
- Gatherings in the meeting rooms will not be open to the public due to room size.
- The library mailing address shall not be used by groups or individuals, and the library phone number shall not be used as a contact number.
- With the exception of the Historical Society, use of a study room as a place to conduct regular business or hold office hours, is prohibited.
- Anyone using the study rooms must comply with all library policies and shall immediately cease any actions deemed in violation of these policies.
- Failure to abide by library policies and rules for study room use, will result in suspension or termination of study room privileges.

Charges and Fees

- Use of library study rooms is free of charge.
- If the room is not left neat and orderly and extra custodial cleaning is required, the library will bill the user a charge of \$25 to cover the cost of extra labor.
- If the room is damaged beyond normal wear and tear, the library will bill the user for repair or replacement costs. The library determines whether damaged furnishings or equipment can be repaired or require replacement. The library will make arrangements for repairs to walls, floors, furniture, etc.
- If individuals incur charges, they will not be allowed to reserve study rooms until all charges have been paid.

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