



## Study Room Reservation & Usage Policy

The North Miami Beach Public Library maintains two Study Rooms in the adult/young adult areas of the Library, and one in the children's area.

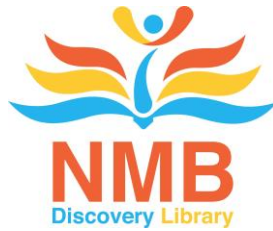
All Study Rooms may be reserved for one hour at a time, and must be reserved online via the Library website. Patrons may attempt to use a room for longer by reserving it again a maximum of one time at the end of their first reservation, but only the same Study Room they were already using, and only if the Study Room is not already reserved by another patron at that time. Patrons may not reserve more than one Study Room per day, and may not switch between Study Rooms without staff approval. Library staff cannot override one patron's reservation for another patron's convenience. Patrons must leave promptly at the end of their reserved time in order to allow the next user of the room their full reservation.

Study Rooms include a table, two to four chairs, and a quiet environment in which to study, work, read, or tutor. Patrons must provide their own technology, such as laptops or tablets, and any other materials they may wish to use. Study Rooms have a maximum capacity of four people per room. Study Rooms are quiet areas, but the Library cannot guarantee silence or limit normal patron activities in adjacent rooms.

The Children's Study Room may only be reserved by parents or other caregivers who are accompanying a child and will remain in the study room with the child for the entire duration. Adults are not permitted to use the Children's Study Room without a child or for any purpose that is not the education or enrichment of a child.

Patrons using the Study Rooms must abide by all normal Library policies and regulations, including:

- No food or drink is allowed in Study Rooms, with the exception of water bottles with closable caps.
- Patrons must remain fully clothed, including shoes.
- Study room lights must remain on and all study room furniture must remain in the room.



- Patrons may not cause property damage, including the need for extensive or unusual cleaning.
- Patrons may not sleep in Study Rooms.
- Patrons with children under the age of ten (10) must remain in their company at all times.
- Patrons may not perform any other actions or activities that are prohibited in Library or City policies.

Patrons found to be violating Library policies, using Study Rooms for unintended purposes, or otherwise abusing the Study Room reservation system may lose the ability to reserve Study Rooms in the future.

Please note that the children's study room is also the Library's Sensory Room, designed for the support and comfort of children with various sensory and developmental disabilities in mind. In rare cases, the Library may need to request that patrons using the children's study room for other purposes move in order to allow a child with special needs access to the space.