



## **Study Room Guidelines**

### **Using a Study Room**

When reserving a study room, patrons will use the online reservation system at [carmelclaylibrary.org/reserve-a-room](https://carmelclaylibrary.org/reserve-a-room) to select a room and get a code to unlock the room. Subject to availability, patrons with library cards registered at CCPL may reserve up to two hours of study room time each week. Non-cardholders may not reserve a study room in advance, but when they arrive at the library, they can speak with a staff member about signing out an available room for same-day use. Rooms may be available for immediate use as availability permits.

If a patron holding a study room reservation does not show up within 15 minutes of the reservation time, staff may release the room for someone else to use.

### **Capacity**

The reservation system will display the capacity of each study room. Patrons are expected to respect the room capacity and will be asked by staff to reduce their group size if too many people are in the room. Patrons will not be required to have a minimum number of group members in order to reserve or use a study room.

### **Time Limits**

Each room reservation—whether made in advance or at the time of use—is for a maximum two-hour block of time. At the end of the reservation time, the patron may make another, immediate reservation if there is a room available. Staff can assist if the patron has already reached their 2-hour weekly reservation limit.

If a patron chooses a reservation start time that is less than two hours before the library closes, the system will only allow their reservation to last until closing time.

## **Abandoned Rooms**

Patrons are expected to remain in their study rooms for most of their reservation time. If a room is left vacant for more than 15 minutes, staff may release the room for someone else to use.

## **Special Guidelines for Main Library Teens and Kids Study Rooms**

Study rooms in the Teens Area are meant to be used by ages 11-19, including during the school day by teens such as homeschoolers, online learners, and students from Carmel High School who may have a flexible schedule. A teen (ages 11-19) must be present in the room while it is being used.

Study rooms in the Kids Area are meant to be used by children birth through grade 5. Any child under 6 who is using a study room needs to be accompanied by a parent, tutor, or other responsible adult. The study room reservation may be made by the adult, but the child must be present in the room while it is being used.

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