

**Code:** KV-1

**Date:** 6/21/21

## Policy: Study Room Policy

### A. Overview

The purpose of the library's study rooms is to provide quiet and productive spaces for patrons, and to fulfill the library's role as a community center where the public can have access to free, accessible spaces. The library permits the public to use its facilities and study rooms when such use does not interfere with library-sponsored programs and services.

It is the policy of the Fayetteville Public Library to provide study room space to Fayetteville residents, library patrons, governmental agencies, nonprofit groups, and local businesses and associations. The library shall not discriminate in granting permission for the use of study rooms on the basis of race, color, religion, gender, gender expression, national origin, disability, marital or family status, sexual orientation, political opinions, or socioeconomic status. Permission to use a library study room does not constitute the library's endorsement of the group or individual's policies or beliefs, and no claim to that effect may be used, explicitly or implicitly, in advertising.

The individual reserving the study room agrees to comply with the library's Use of Study Rooms Policy and Code of Conduct. A completed booking through the library's reservation system shall serve as authorization that the cardholder has electronically signed and agreed.

### B. Study rooms available

1. Adult Study Rooms
2. Grade School Study Rooms
3. Preschool Study Rooms
4. Teen Study Rooms

### C. Requirements for using the study rooms

1. Study rooms are free to use and require a reservation. Reservations can be made online, by phone or in person.
2. Reservations are honored on a first-come, first-served basis.
3. A study room can be used for one session a day up to four hours and may be booked up to 30 days in advance.
4. Prior to the start of the reservation, the user or group must check-in at a customer service desk.
5. Study rooms are age specific. Individuals booking preschool, grade school, or teen study rooms must fall within these age categories or must be working with a child or teen in the room.
6. The Library requires notification of cancellation at least 24 hours in advance.
7. If a study room has not been checked into within 30 minutes of the start of a reservation, the reservation for that day may be forfeited and the room will be available for another patron.
8. The library reserves the right to cancel reservations for study rooms. If changes or cancellations are necessary, the library will provide the affected user or group with as much notice as possible.
9. When the library closes because of an electrical or heating/cooling equipment failure, power outage or a weather-related emergency, all efforts will be made to notify patrons and organizations scheduled to use a study room. During adverse weather conditions, the user or group should check the library's website or voicemail for closing information.



#### **D. Use of Study Rooms**

1. Those using study rooms are responsible for maintaining order. Appropriate conduct is expected as a condition of room use.
2. Occupancy may not exceed the stated limit.
3. Nothing may be affixed to walls, flooring, woodwork, ceiling, or furniture.
4. No blocking of windows or locking of study room doors. library personnel will have open access to study rooms at all times.
5. No entrance or admission fee may be charged for any use of library study rooms. Solicitation of donations or requests for contributions are not permitted.
6. Usage must take place within the confines of the room.
7. Study rooms must be vacated by the end of their reservation time and at least fifteen minutes before library closing time. All room straightening and cleanup must be completed prior to library closing time.
8. The patron is fully responsible for assuring that sound levels during the entire reservation stay within acceptable limits so as not to disturb other library patrons.
9. Abuse to a study room, to the library building, or to the contents of the library may result in the termination of the privilege to use the library's facilities. Matters of abuse may be defined as, but are not limited to:
  - i. Damage to the room, building or contents. The user or group using the room when the damage occurs, including the soiling of carpets, walls, furnishings etc., is responsible for the cost of repair, cleaning, or replacement.
  - ii. Failure to leave the room at the end of reservation unless an extension has been approved.
  - iii. Failure to leave the room or building in a neat and clean condition.
  - iv. Excessive noise or activity which disturbs other library patrons.
  - v. Failure to adhere to library policies.

#### **E. Failure to Comply**

1. Failure to comply with this policy may result in denial of future use of the library's study rooms, financial liability for damages and/or immediate removal from the study room.

