



## **STUDY ROOM POLICY (formerly Media Room Policy)**

**STATEMENT OF PURPOSE:** The purpose of this policy is to establish guidelines for the use of library study rooms by patrons. The Library provides two private study rooms. The Media Room includes special equipment for low vision and scanning as well as special software not found on the other public computers. Other equipment may be available, such as a webcam and microphone, but must be installed by library staff.

### **GUIDELINES:**

- The two library study rooms are available by reservation up to 90 days in advance, but may be used on a walk-in basis, dependent on availability.
- A room may be scheduled for two-hour increments. After two hours the room may continue to be used as long as there are no reservations and no patron is waiting to use the room. If another patron needs to use the room without a reservation, the patron in the room will be given fifteen (15) minutes to wrap up their use of the room and vacate.
- The Library reserves the right to cancel a reservation with one day's notice in the event that the room cannot be made available to the public.
- The Library cannot guarantee that the equipment and internet access in the room will be in working order and available.
- Equipment is provided in each room and may not be removed. Any alteration of provided equipment, including plugging in of other equipment to the computer, may result in a patron's loss of use of the study room. Patrons may be responsible for damages caused to media equipment by abusive use. Patrons are allowed to insert headphones and a USB storage device (flash drive) into the appropriate slots.
- A patron's use of the media equipment in the study rooms may be terminated if it is deemed disruptive to normal library operations.
- Neither food nor drink may be consumed near the media equipment. All beverages must be in a covered container and kept away from the media equipment.
- Sleeping is not allowed in the library, including in either of the study rooms.
- North Lake County Public Library District is not responsible for any loss or damage to personal equipment, such as USB storage drives, CDs, DVDs, photographs or documents caused by use of the media equipment.
- A patron's use of the study rooms will be suspended, for a time to be determined by the Director or designee, for violation of this policy.

This policy was reviewed and approved by the North Lake County Public Library District Board of Trustees on **October 26, 2021**.

Signed:

Clint Hoxie, Board Chair

Abbi Dooley, Library Director