



NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT STUDY 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 study rooms with the ability to combine them into one. River Bank includes a television and HDMI cord for connecting a device and Wild Wood includes a whiteboard and markers.

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, depending on availability.
- To reserve the combined room, the reservation must be for three to eight people.
- No more than five people are allowed in a single room and no more than eight people are allowed to use the combined space.
- 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 rooms are not soundproof between them, nor to the main library; therefore caution should be used for any personal or confidential discussions, and voices must be kept to a volume that is not disruptive to others.
- The Library cannot guarantee that the equipment in the room will be in working order and available.
- Equipment provided in each room may not be removed or altered in any way. Patrons may be responsible for damage caused to equipment by abusive use.
- A patron's use of media equipment, including personal devices such as cell phones, tablets and laptops, in the study rooms may be terminated if it is deemed disruptive to normal library operations.
- All beverages must be in a covered container, and all trash must be disposed of properly upon exiting the room.
- 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 caused by use of the television or HDMI cord.
- A patron's use of the study rooms may 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 **March 25, 2025**.

Signed:

Allen Bone, Chair

Abbi Dooley, Library Director