Shorewood-Troy Public Library

Study Room Policy

Adopted by Board Action 2/13/14; Amended by Board Action 12/9/2021

Agreement

- The study room is available for all ages; those under the age of 16 require adult supervision.
- A valid Shorewood-Troy Library card or reciprocal library card is required. Alternatively, a non-resident must have a valid photo ID. Patrons will check-in with the circulation desk upon arrival and before departure.
- The study room can be reserved up to 48 hours in advance on a first come first serve basis. Study room capacity is 3.
- Children cannot be left unattended while an adult is using the study rooms.

  Time slots are one hour in length. Time may be extended up to one additional hour if the room is available. A limit of two hours per day will be enforced. Additional time may be granted at the discretion of library staff for timed tests, remote job interviews, or other projects reasonably considered to last longer than an initial one hour booking period.

- Reservations will be cancelled within 15 minutes of a no-show.
- The study room is available for use when the library opens and continues until fifteen (15) minutes before closing.
- The library reserves the right to request any individual or group change its approved reservation to another date when necessary for a library-sponsored activity. Appropriate notice will be given to the contact person.
- The library should be notified of a cancellation as soon as possible. Repeated cancellations or unused reservations will result in denial of study room use.
- In the event of an emergency closing of the library, all reservations are automatically cancelled. Library staff will attempt to inform the contact person of the closing. Applicants may also call the library or visit the website for closing announcements.

Guidelines

- Rooms may not be used for recreational use or purely social gatherings.
- No products or services may be solicited or sold. No money can change hands.
- Smoking, candles, or other fire hazards are not allowed in the library at any time.
- No food or open beverages are allowed in the study room.
- Personal articles in the room or left in the room are the responsibility of the user.

- Use of the study room computer requires consent to the internet use policy. Improper use will result in the immediate revocation of study room privileges.
- The study room must be left in a clean and orderly condition. Trash must be in appropriate receptacles and the carpet must be clean of debris. Failure to leave the room in its original condition may result in a cleaning fee.
- Staff has discretionary authority to remove users from a study room should behavior be inconsistent with the purpose of the room's use and/or is disruptive to others in the library. All library rules, regulations, and policies are applicable.
- The responsible patron will be held accountable for the actions of guests and for adherence to all guidelines set forth in this policy and all applicable library policies. The responsible patron will be liable for any damage or theft of any library property caused by guests.
- Failure to comply with the above guidelines will result in the loss of study room privileges.