

## **BAY COUNTY LIBRARY SYSTEM STUDY ROOM USE POLICY**

Library study rooms are intended to provide a space for individuals or small groups to conduct quiet, semi-private activities such as reading, studying or small meetings that are not open to the public.

All users of study rooms are expected to adhere to the library's Rules of Conduct Policy.

Study rooms may be reserved up to 30 days in advance by completing a [Study Room Reservation Form](#) and returning it to library staff. If not in use, individuals or groups may sign up to use a study room at the appropriate service desk. The person signing the [Study Room Reservation Form](#) is responsible for the conduct of persons inside the room during use as well as the condition of the room upon departure.

The maximum number of persons allowed in a study room at any time is 6. On occasion, library staff may make an exception for up to 8 in the large study room in the Alice & Jack Wirt Public Library.

Study rooms may be booked for a maximum 4-hour block of time per day. Use is limited to 4 hours when others are waiting to use the room. Otherwise, time of use is unlimited unless an individual or group signs up to use the room, in which case the users will have 5 minutes to exit the room. The library reserves the right to limit the number of times per week an individual or group may use a study room.

Study rooms are available until 15 minutes before the library closes for the day. If an individual or group is 15 minutes late for a reserved time and others are waiting to use the study room, the reservation may be forfeited.

Study rooms will be locked when not in use.

Study room lights will be on at all times while the room is in use.

Users of study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room.

The library is not responsible for any personal belongings left unattended.