

GERMANTOWN COMMUNITY LIBRARY
STUDY ROOM USE POLICY

The Germantown Community Library provides three group study rooms for use by the public. Two of the three rooms accommodate two people. The third room accommodates six people. The purpose for providing these rooms is to allow one to six patrons to work together and to do so without disrupting library patrons. Library policies regarding the use of cell phones as well as food and drink will be enforced by those using the Study Rooms.

NOTE: All study room use policies are subject to the judgment of the Library Director under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.

- Rooms are available on a first come-first served basis. No reservations will be accepted for the use of the rooms. The Library Director or designee has the authority to reserve any study room under special circumstances.
- None of these Study Rooms shall be used for business purposes.
- No person or group will be allowed to dominate or monopolize any of the Study Rooms. **(No room will become a patron's office!)** If this appears to be occurring, restrictions may be placed on the amount of time and number of times any group or individual may use the Study Rooms.
- Users of the Study Rooms will not be allowed to move chairs from another part of the Library, sit on the floor or counters, etc. to allow more people to use the room.
- No more than two people will be allowed to use the two-person Study Rooms. No more than six people will be allowed to use the large Study Room.
- Users of the Study Rooms will sign up for the rooms at the Circulation Desk. There will be a limit of **two hours** per person/group per day.
- Study Rooms are only available for use during hours the Library is open.
- The rooms will be vacated at least fifteen minutes before the Library closes.

ADOPTED: 5/22/02

REVISED AND ADOPTED: 5/25/03; 4/24/13; 11/16/16