

# Twinsburg Public Library

## Study Room Policy and Expected Behavior

### Study Room Policies

- These rooms are to be used for quiet study or tutoring, conference calls, phone/skype interviews, groups working together on projects, and business meetings.
- A person should reserve a Study Room at the Reference or Computer Lab desks to ensure that they will not be asked to leave the room suddenly, should a reservation by someone else be made for that room.
- The person reserving a Study Room must be 18 or older. In the case of minors being present, a person making a reservation must be 18 or older and they must be the same person accompanying a minor so that a responsible adult is present at all times.
- A maximum of 4 people are allowed in a Study Room at one time.
- There is no charge for using these Study Rooms. **However, the Library reserves the right to issue a charge for any repairs or cleaning needed.**
- Study Rooms may be booked up to **one week** in advance.
- A person may reserve a Study Room for a maximum of 2 hours a day. However, this person may continue to use the Study Room after their reservation has expired IF no one else has made a reservation for that room. If another reservation is made, the person who made the earlier reservation will be need to leave the Study Room. Reservations take priority.
- If a person has used the Study Rooms for the 2 hour maximum and wishes to return at a later time to use an empty Study Room they may do so. However, this person will need to promptly leave the Study Room if a reservation has been made by someone who has not exceeded their 2 hour limit. Again, a person with a reservation takes priority over someone who does not have one.
- Reservations cannot be made for multiple Study Rooms on the same day if they exceed the 2 hour limit.
- A person who is found abusing the 2 hour reservation restriction on these rooms multiple times will first receive up to two (2) verbal warnings, followed by a disciplinary action at the Director's discretion.
- If a person arrives for their reservation later than **15 minutes** after its scheduled start, then their reservation will be released. Multiple no-shows may be handled at the Director's discretion.
- The Library is not responsible for any items lost, stolen, or damaged while a person is using a Study Room. It is the responsibility of the user to make sure that their belongings are safe.

### Expected Behavior

Persons using the quiet study rooms are expected to adhere the behaviors outlined below.

- A group/person using a study room may rearrange furniture, but must then return the room to its original condition before their reservation has expired.
- Food and beverage is permitted in study rooms with the understanding that the visiting person(s) is to leave the room as clean as it was found. **The Library reserves the right to charge a fee for any needed repairs or cleaning.**
- A person with a study room reservation is to leave the room at the end of their reservation time if there is another reservation immediately following it.
- Decorating is not permitted. This includes using tape (of any kind), plastitack, staples, or thumbtacks
- Cooking or kitchen appliances are not permitted (per City code)
- No open flames or candles.
- No alcohol or smoking is permitted on Library property at any time.
- Children or youth groups must have at least one adult advisor present. Reservations can only be made by an adult who will take full responsibility.
- Animals are not permitted in the building, except those trained to aid persons with special needs or for Library sponsored programs.
- Persons using the study rooms are expected to maintain a low noise level. They should not be so loud that they disrupt the Library environment.
- If at some point the person using the Study Room wishes to leave the room for a moment, they may ask Library staff to lock the room until they return.

Any person found violating these policies or expected behaviors will be subject to disciplinary action at the discretion of the Library Director; Revised 07/31/2015