

Chelsea District Library  
Practice & Procedure

Subject: **Study Room Procedure**

Section: **Facility & Equipment**

Date: 8/15/12, revised 2/5/16

*Four study rooms are available on the 2<sup>nd</sup> floor of the Library in the Adult Services Department. These study rooms can each accommodate a maximum of 6 persons. Some restrictions apply to the use of these rooms.*

**1. Purpose**

The study rooms of the Library are for use as a site for quiet study by small groups or individuals. Such use shall at all times be consistent with the mission of the Chelsea District Library, which is *to provide equal access to quality resources that serve the lifelong cultural, educational and informational needs and interests of all people.*

**2. Qualifying Organizations**

Individuals and small groups whose purposes are limited to civic, cultural, or educational objectives may use the study rooms. For-profit use is permitted under limited circumstances consistent with the Library's objective to provide a suitable learning environment for research, study and reading. One example of an approved for-profit use is a *paid tutor*.

Preference will be given to patrons living in the community and who have a Chelsea District Library card. Study rooms may be used by the following, at the discretion of Library staff:

- students and volunteer tutors
- individuals or small groups
- tutors being paid for their services
- persons not living in the Library district

The following uses are expressly prohibited in the Library study rooms: buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) for cash or other consideration (except in support of the Library); political rallies or meetings, religious services or instruction and personal or family events. Library events always take priority over non-library group events.

**3. Checking In/Out**

*All* users will be required to check-in at the adult reference desk, using their first and last name, and they must show current picture ID or library card.

Checking Out- Be sure to check the room for damage- cords pulled out of connections, pencil/pen marks on walls, tables, etc.

#### **4. Time Limits**

Study room use will be limited to two hours per use when someone else is waiting to use the room. The study rooms are available until 15 minutes before the Library closes.

#### **5. Reservations**

We have two rooms available for advanced registration. Reservations may be made up 7 days in advance and are not allowed on the day of use. The other rooms are available on a first-come, first serve basis. Patrons are required to sign in at the reference desk on the second floor.

To make a reservation for a study room, users are required to provide the name of a person who will be in attendance for the reservation, the group/organization name if applicable, and a contact phone number. Users making a reservation are held to the same time limits and check in/out procedures as all other users.

We don't keep a waiting list but if a patron is ten minutes late for a reserved time and another patron is waiting to use a study room, the reservation will be forfeited.

#### **6. Locking**

The study rooms will be locked when not in use.

#### **7. Behavior**

Patrons will be asked to leave if they disturb others or engage in destructive or inappropriate behavior. Users of the 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.

If study rooms are left unattended for more than 10 minutes, users will be asked to remove all belongings and vacate the study room. Items left for longer than 20 minutes will be removed by Library staff and held for pick up at the second floor Reference Desk.

#### **8. Lost Items**

The Chelsea District Library is not responsible for the loss or damage to personal items.

Lori Coryell 2/5/16