

Ruth Culver Community Library
Library Policy

STUDY ROOM POLICY

I. Introduction

The Ruth Culver Community Library welcomes public use of the meeting rooms. To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Ruth Culver Community Library Board of Trustees sets forth the following expectations governing the use of the library study rooms:

II. Purpose

The study rooms on the library's lower level are generally intended for use by no more than 4 individuals at a time for the purposes of quiet study and discussion.

III. Availability and Use of Our Study Rooms

- A. Each room is equipped with a study table, chairs, outlets, and wireless network access.
- B. Study Room 1 and Study Room 2 each accommodate up to 4 people and may be used by individuals and study groups up to 4.
- C. To ensure availability for all community members, individuals and groups will be limited to 6 reservations within a 30-day period.
- D. Reservations may be made no more than 30 days in advance.
- E. Study Rooms shall not be used for commercial purposes or for profit.
- F. All persons using the study rooms must stop at the appropriate service desk to check-in prior to use and to check out after use.
- G. The responsible party for the room is the person under whose name the booking was made.
- H. The Library has first priority for use of its meeting and study rooms. Thereafter, requests are considered on a first-come, first-served basis.
- I. Noise from the rooms must not be disturbing to other library patrons; this includes cell phone use and videoconferencing. Failure to comply with this policy or with library staff directions will result in restriction or termination of the user's privileges for room use and/or other library privileges.
- J. Furniture may not be brought into or removed from the study room without approval from library staff.
- K. The Library is not responsible for loss or damage to materials belonging to organizations or individuals using the meeting or study rooms. Users may be assessed charges if damage results from their use of the rooms and a cleaning fee will be assessed if the room is not left in the condition in which it was found.
- L. The Library is not responsible for any equipment or items left in the study rooms.

IV. Endorsement The library provides study rooms as a community service and the use of a room does not constitute library endorsement of the viewpoints expressed by presenters or participants. Anyone using a room shall not publicize the event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the library unless permission has been granted in advance by the library director or designee.

Approved by Library Board
Reviewed by Library Board
Updated by Library Board

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