

Policy and Procedure Manual	Section B 2.2
Public Policy Youth and Teen Study Room Procedures	Issued: September 20, 2004; amended January 16, 2012; amended March 22, 2018; amended April 16, 2018; amended September 21, 2020; amended January 31, 2024 Approving Authority: Administration

### **Youth and Teen Study Room Procedures**

#### *Application for Use*

- Patrons must agree to abide by the Study Room Policy before using the rooms.
- Individuals must abide by the Patron Behavior Policy. Failure to do so will result in dismissal of the group from the room and/or library. The library reserves the right to refuse use of the rooms if policies are not adhered to.
- All people in the study room are responsible for the behavior of others using the room during their session.
- Users are asked to be mindful and refrain from activity or volume that disturbs others.
- Other than leaving to retrieve library materials, asking for assistance from library staff, or use of the bathroom, patrons must remain in the room.
- Doors must be unlocked and lights on at all times. Locking the door will result in removal from the study rooms for the day.
- Patrons can only switch rooms if additional people arrive and a larger room is needed to accommodate the group size. Patrons may not switch rooms due to personal preference.
- There will be no request taken for specific rooms.
- Study rooms located in the departments shall serve their own clientele. Teens shall have use of the Teen Loft and Youth Services study rooms.
- Only covered beverages approved in the Patron Behavior Policy are allowed. No food is allowed. If food is visible by staff, patrons will be asked to leave the study rooms for the day.

- There is no fee for the use of the study rooms. The individual who has given their ID is ultimately responsible for the condition of the study room. Repair costs and damage to the room will be charged to that individual.
- When the two-hour time limit expires, rooms will convert to a first-in-first-out policy as administered by library staff. Patrons may stay longer if no one is waiting to use the room.
- Patrons must tell staff when they are finished using the room.
- If the rooms are all full, patrons may be added to a waitlist. When a room opens up, staff will attempt twice to reach the patron via a phone call. If the patron does not answer, staff will move on to the next name on the list. If the patron does answer, they have 10 minutes to claim the room at the appropriate service desk. If they do not, staff will move on to the next name on the list.
- Study rooms that are in a patron's name but go unoccupied for 15 minutes or longer will be considered vacated. After a reasonable attempt is made to locate the current occupants, all personal items in the room are to be taken to lost and found and the room becomes available again.
- Patrons currently in a study room as part of a group cannot be placed on the waiting list.
- Study rooms must be vacated 15 minutes before closing.

Six study rooms are available on the first floor in the Youth Services Department with a capacity of either four or six occupants. Two study rooms are available in the Teen Loft on the second floor with a maximum capacity of two occupants.

*Procedures and/or rules and regulations are developed in conjunction with a policy and are subject to change on an as needed basis.*