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Study Room Use Policy

Approved by the Carnegie-Schadde Memorial Public Library Board: Nov. 21, 2023.

General Information

The Carnegie-Schadde Memorial Public Library encourages use of its study rooms by community groups and community members. There are eight (8) study rooms of various sizes and features for use by individuals or small groups (details available on library website). Two (2) are located in the Children’s Area, two (2) are located in the Teen Area, and four (4) general/adult use study rooms are located in the West end of the first floor.

Study rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the library’s rooms does not constitute the Library’s endorsement or advocacy of a meeting’s content or an individual/group. Library study room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library policies. The Library’s Conduct Policy and all other policies apply to users of study rooms at all times. Failure to follow the guidelines outlined in this policy or other library policies may result in loss of study room use privileges.

Guidelines for Study Room Usage

- Study Rooms are available for public use only during the Library’s open hours.
- All users of Study Rooms must vacate the rooms 15 minutes prior to the Library’s closing time.
- Any individual age 12 and older may reserve a study room.
- The individual reserving the room shall remain present in the room other than for brief breaks.
- An individual may reserve up to 2 hours of study room use per day.
- Reservations may be made up to 30 days in advance. Same-day reservations and walk-in reservations are welcome, provided all other qualifications are met.
- Study room reservations may be released if the rooms are not occupied within 15 minutes of the reservation start time.
- Users must vacate the room at the end of their reservation. Use of the rooms without reservation is not recommended, because a user without a reservation will have to vacate the room when a reservation begins.
- A/V cords and connections, and white board markers/erasers are available to be checked out with a library card (or users without a library card may leave an ID) at the main service desk.

User/Attendee Requirements

- Must not interfere with the normal functions of the library by causing excessive noise, a safety hazard, and/or security risk.
- Must grant library staff free access to rooms at all times.
- Must set up and return room to its former arrangement when finished. (Users are responsible for their own room set-up)
- Must put all refuse in trash receptacles provided.
- Must not affix anything to walls or doors.
- Must not block fire exits in any way.
- Must not exceed designated maximum room capacity. Room capacity is posted in each study

- 51 room.
- 52 • Must leave room in good condition.
- 53 • Must not host programs/events for which there is an admission charge or designed as fund-
- 54 raisers, except by prior permission of library management. Must not solicit for the sale of
- 55 goods or services except as part of a library-sponsored program of event.
- 56 • Study rooms in the Children’s Area are reserved for use by children, and adults accompanying
- 57 children.
- 58 • Study rooms in the Teen Area are reserved for use by teens, and adults accompanying teens.

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60 **Fees**

61 There is no fee charged for use of library study rooms.

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63 If the room is not restored to its original order or if additional custodial cleaning is required, the library

64 will bill the user the cost of that labor (minimum of \$25). If the room or equipment is damaged beyond

65 normal wear and tear, or if library furniture or equipment is missing, the library will bill the user for

66 repair or replacement costs.

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68 **Hold Harmless Agreement**

69 User must abide by rules stated in this policy, indemnify the library from any damage caused by user,

70 and hold the Library, the Library Board, and its employees, free from any liability. The Library Board

71 and staff assume no liability for equipment, supplies, materials, clothing or other items brought to the

72 library. The Library Board and staff assume no liability for groups or individuals attending a meeting in

73 the Library.

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75 **Disclaimer**

76 The fact that a group or individual is permitted to use a library study room does not in any way

77 constitute endorsement of their policies or beliefs by the Library. No advertisements or

78 announcements implying such endorsements will be permitted. The Library’s logo must not be used

79 on any promotional material unless approved by the Library Director. The Library Director (or their

80 designee) shall be responsible for the administration and interpretation of this policy, and may

81 consider exception(s) to any aspect of this policy.

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83 Any group or individual who has an objection to decisions made under this policy or to the policy itself

84 shall file a notice of appeal in writing to the Library Director or Library Board President within 10 days.

85 The Library Board will hear the appeal within 30 days.

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