

Study Booth Policy

1. Purpose of Study Rooms

The study rooms are generally intended for use by up to 2 individuals at a time for the purpose of quiet study, test, and discussion.

2. Reservations for Rooms and Hours Available

Reservations can only be made for test proctoring, online test, online interviews, and tutoring. Only one reservation per week is allowed. Study rooms can be reserved only one week in advance.

Study rooms are used free of charge and are assigned on a first come, first served basis. To use a study room, make a reservation at the Reservation Station and choose "Booth."

Study rooms can be used in one-hour increments. However, if after the first hour, no one is waiting, an additional hour can be added. There is a two-hour time limit per day. Limits are set in order to accommodate fair and equitable access to these spaces.

3. Rules of Conduct

Food is prohibited in the study rooms. Drinks with screw-top lids are allowed. General library rules apply in the study rooms.

Patrons who use the study rooms are expected to leave the room in their original order and free of trash.

Study rooms are not soundproof. Noise should be kept to a minimum. Complaints reported by other patrons about excessive noise may result in the patron being asked to leave the room. Multiple noise complaints may result in the suspension of study room privileges.

Library materials or personal belongings should not be left unattended in the study rooms. Library personnel are not responsible for items left in the study rooms.

Rearranging study room furnishings is allowed only with the permission of the Library Director. Additional chairs may be brought into the room.

If any library policies are violated, library staff have the right to refuse the use of a study room.

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