

LIBRARY POLICY

Study Room Use

Main Library Study Rooms are available for study and conferencing purposes by individuals and by small groups of people. Study room use is free of charge and on a first come, first served basis.

Seven Study Rooms are available on the second floor for use by the general public.

- Study rooms are checked out on a valid Santa Monica Public Library Card at the Reference Desk on the second floor.
- Study room check out begins at Library opening and is for that day only. Same-day reservations may be made on a walk-in basis
- Study room check out is for a specific 2-hour time(e.g., 10 a.m. to noon; noon to 2 p.m.). Users are limited to no more than 2 sessions (a total of 4 hours) per day. Each user is limited to no more than 2 sessions (a total of 4 hours) per day, checked out to the user's own Library Card.
- Use of study rooms must begin within 10 minutes of the start time indicated on the checkout card or the session is forfeited to the next available user with the appropriate "grace period" checkout card.
- A card with the study room number and session begin/end time is issued at check out and must be displayed in the window while the room is in use.
- A second study room session may be checked out no sooner than 10 minutes before the end of your first session. Use of the same study room can not be guaranteed. A new study room card will be issued which should be displayed.
- At the conclusion of a session, study room cards should be returned to the Reference Desk.
- Study room users must observe Santa Monica Public *Library Rules of Conduct* and *Rules for Use of Library Meeting Rooms* (e.g., no eating, commercial use not allowed), where applicable.*
- Users may not move tables and chairs into or remove them from a study room.

Five Youth Study Rooms are available in the Main Library's Children's Library-Teen Lounge area of the first floor. Two are for use by a maximum of 2 persons; three are for use by a maximum of four persons. Youth Study Rooms:

- May only be used by children and teens (up to age 18 or Grade 12). Adults or caregivers accompanying the child/teen may be in the room with the child/teen in order to work with or supervise them. However, the child/teen must be the primary user of the study room, and occupy the room for a majority of the session.
 - Are checked out at the Youth Reference Desk by the child/teen using his or her valid library card. Study rooms are free-of-charge and are checked out on a first-come, first-served basis. No advance reservations are taken.
 - Are granted for a single one-hour session. Librarians may grant an extension of this time if there is no one waiting to use a study room. In this case, however, study room occupants may be asked to leave as soon as the room is needed by other children/teens.
 - Cannot be renewed by the same group. Members of a group currently occupying a study room may not use additional library cards to extend their time when others are waiting.
 - Due to room capacities, groups of three or four persons have priority use of the larger study rooms.
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*The following Rules for Use of Library Meeting Rooms also apply to Use of Study Rooms:

- Study Rooms are not available to be used for any of the following:
- For purposes prohibited by city ordinance, by state or federal law, or by Library Rules of Conduct.
- For the commercial advertising or direct solicitation of clients or customers.
- For fund-raising.
- For events or activities which directly profit the business of a commercial organization or individual.
- Users agree to leave the room and furnishings in the condition in which they are found. Users further agree to accept liability for any damage to the facility and its furniture caused by the occupancy of said premises by the individual or group.
- No Items shall be taped or tacked to painted walls. No flammable materials will be permitted.
- No smoking is allowed. The serving or use of intoxicating beverages is prohibited.
- The Library may not be used as a mailing address for individuals or groups meeting at the Library.
- Storage of personal property is not permitted. Do not leave personal property unattended. Library staff cannot 'watch over' or be held responsible for user's property.
- In the event an individual or group fails to comply with any of the rules and regulations for use of Library meeting rooms, future use of facilities shall be denied.