

**STUDY SPACES
POLICY****Study Spaces – Overview**

Santa Monica Public Library study rooms are available for study and conferencing purposes by individuals and by small groups of people. The 2nd floor Workspace, at Main Library, is available for individual users only. Study rooms and workspaces are free of charge and on a first come, first served basis.

Study Spaces Policy

- A valid Santa Monica Public Library card is required for use of study rooms or workspaces.
- Reservation of a study room or workspace, made online or in-person, is required for use and available on a first-serve basis.
 - Reservations for study rooms or workspaces can be made the same day or up to one day in advance.
 - Study room reservations can be a maximum of 2 hours a day across all locations and time. Only one reservation for study rooms can be in place at a time. Session length varies by location and availability.
 - Workspace reservations can be a maximum of 4 hours per day.
 - A day of study space reservations can include both study room and workspace use.
- Study room or workspace use must begin within 10 minutes of the reservation start time or the reservation may be forfeited to another patron.
- Patrons must provide their library card number and PIN number for study room or workspace check-in.
- Patrons may access an available study room up to 10 minutes in advance of scheduled session, but not earlier.
- The cardholder who reserves the study room or workspace must be present while space is in use.

Cancellations and Other Restrictions

- Patrons are asked to cancel reservations if they are no longer needed. Reservations may be cancelled online or by calling 310-458-8600 with their library card number.
- Study rooms 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.

Prohibitions

Study rooms and workspaces 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.

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- 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.
- The Library may not be used as a mailing address for individuals or groups meeting there.
- 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.

Main Library Study Spaces***2nd Floor Study Rooms***

Seven (7) study rooms are available on east side of the 2nd floor. Five are for use by a maximum of 4 people, two are for use by a maximum of 6 people (in study room 8 and 9 only).

- Patrons must check in with staff at the 2nd floor Information Desk prior to the session.
- A “Study Room In-Use” placard will be provided by staff upon check-in and must be displayed when occupying the study room.
- Upon leaving, patrons should return the “Study Room In-Use” card and inform staff when vacating rooms early.
- Reservations for the 2nd floor study rooms will end 30 minutes before closing due to limited staffing on Main Library 2nd floor.

2nd Floor Workspace

There are eighteen (18) workspace tables located on west side of the 2nd floor, each workspace accommodates one (1) person each. These workspace tables are meant for personal laptop use or simply to reserve a table for studying, reading or work. Electrical outlets are available for your charging convenience.

- Patrons must check-in with staff person at the 2nd floor Information Desk to start their reservation.
- Reservations will end 30 minutes before closing due to limited staffing on Main Library 2nd floor.

**STUDY SPACES
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Five (5) study rooms are available for use by children and teens in the Youth Services area of the first floor. Two are for use by a maximum of 2 people; three are for use by a maximum of 4 people (in study room 3, 4 or 5 only).

- May only be used by children and teens (up to age 17 or Grade 12). Adults, caregivers, or tutors 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.
- Special needs adults may check out youth study rooms, with caregiver present.
- Patrons must check in with staff at the Youth Services Desk to start their reservation.
- A “Study Room In-Use” placard will be provided by staff upon check-in and must be displayed when occupying the study room.
- Upon leaving, patrons should return the “Study Room In-Use” card and inform staff when vacating rooms early and/or reserving a new session.
- Reservations for the Youth Services study rooms will end 15 minutes before closing.

Pico Branch Study Spaces***Pico Branch Study Rooms***

Three (3) study rooms are available at Pico Branch on a first come-first served basis. They are for use by a maximum of 4 people;

- Rooms are available in 1-hour increments.
- Patrons must check-in with staff at the Pico Branch desk to start their reservations.
- A second 1-hour session can only be booked after the first session has ended, for up to 2 hours per day.
- Reservations will end 15 minutes before closing.



Erica Cuyugan, City Librarian