

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.

The Santa Monica Main Library has 7 study rooms on the second floor for use by individuals or groups of up to 4 or 6 people. Study room use is free of charge and reservations are available on a first-come, first-served basis. A valid Santa Monica Public Library card is required to use the study rooms.

Main Library 2nd Floor – Study Room Reservations

- Reservation of study room is required and available on a first-reserved basis. Study rooms may be reserved online at smpl.org or in person at the second floor Reference Desk.
- Study rooms may be reserved in 1- or 2-hour sessions same day or one day in advance.
- Patrons may have only one reservation at a time. A subsequent reservation may be made 15 minutes before the end of the current reservation.
- Study room use must begin within 10 minutes of the reservation start time or the reservation may be forfeited to another patron.
- The cardholder who reserves the study room must be present while room is in use.
- An email address is required to reserve a study room. A reservation confirmation will be sent by email and by optional text message.
- Patrons are asked to cancel reservations if they are no longer needed. Reservations may be cancelled via the email link or by calling the Reference Desk at 310-434-2608 with their Library card number.

Main Library 2nd Floor – Study Room Use

- Please check in at the Reference Desk (2nd Floor) prior to beginning your session to receive your reservation placard. Placard must be placed in the holder outside the reserved study room.
- Users must observe the 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.
- The Library is not responsible for unattended personal items.
- Users may not move tables and chairs into or out of the study rooms.
- Study rooms must be left in same condition as upon arrival.
- Upon leaving, patrons should return the placard to the Reference Desk.

LIBRARY POLICY**Youth Services 1st Floor Study Rooms**

Five (5) 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. No advance reservations are taken. 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.
- 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.

*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.