

**LIBRARY POLICY****YOUTH STUDY ROOM USE**

**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.

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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.