Study Room Use

Santa Monica Public 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.

Study Room Policies (All Rooms)

- A valid Santa Monica Public Library card is required for use of study rooms.
- Rooms are available for 1-hour reservations on the same day or one day in advance.

Reservations
- Reservation of a study room is required and available on a first-serve basis.
- An email address is required to reserve a study room. A reservation confirmation will be sent by email.
- Study rooms may be reserved online at smpl.org, in person or by calling 310-458-8600
- Individuals and groups may have only one reservation per day. A subsequent reservation for the following day may be made 15 minutes before the end of the current reservation.

Study Room Use
- 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.

Cancellations and Other Restrictions
- Patrons are asked to cancel reservations if they are no longer needed. Reservations may be cancelled via the email link or by calling 310-458-8600 with their Library card number.
- 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.
Study Room Procedure (All Rooms)

- If applicable, “Study Room In-Use” placard will be provided by staff upon check-in and must be displayed when occupying the 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.
- If applicable, upon leaving, patrons should display the “Study Room Available” card and inform staff when vacating rooms early.

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.
- Rules of Conduct and State and Local laws apply.
- 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.
Main Library Study Rooms

Second Floor
Seven (7) study rooms are available for use by individuals or groups of up to 4 or 6 people (in Study room 8 and 9 only).

- The last hour of the day will be shortened to 45 minutes due to limited staffing at the Main Library 2nd floor.

Youth Services Area
Five (5) study rooms are available for use by children and teens in the Main Library’s Youth Services 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.

In addition to the study room policies above, youth study rooms have the following additional rules:

- 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.

Pico Branch Study Rooms

Three (3) study rooms are available at Pico Branch on a first come-first served basis. Up to four people are allowed in study rooms during the reservation.

In addition to the study room policies above, the Pico Branch study rooms have the following additional rules:

- One study room is available for adults aged 18 and up during open hours
- Two study rooms are reserved for student and tutor use only during the following hours:
  - 3:00 p.m. - 5:00 p.m. on Tuesdays and Fridays
  - 3:00 p.m. - 6:00 p.m. on Wednesdays and Thursdays

Erica Cuyugan, City Librarian
STUDY ROOM USE POLICY

Approved 6/14/2022