

## **RACINE PUBLIC LIBRARY**

### Group Study Rooms Rules and Regulations

#### Study Room Use Procedures

- To use the study rooms in the Adult Services Department, one member of each group must be at least fourteen or above and must leave a valid picture I.D. (driver's license, student I.D., etc) at the Reference Desk. This person is the "responsible user."
- The staff person at the Reference Desk will assign the group to a study room and check the condition of the room when the group leaves. The responsible user must tell the Reference staff when they are leaving, and this person will be held accountable for any damage caused to the room.
- A vacated room will be considered abandoned after 15 minutes and assigned to the next group. Any personal items remaining in the room will be removed to the Lost & Found. Library staff cannot "watch over" or be held responsible for users' property.

#### Scheduling

- First priority in scheduling the use of study rooms is reserved for library programs and services.
- Study rooms may be scheduled for two hours per day. The length of these sessions may be extended if no other patrons are waiting to use a room.
- The Reference staff is responsible for scheduling the use of the study room. Reservations may be made in-person or by calling the Adult Reference Desk at 262-636-9217.
- Reservations may be made up to one month in advance. Patrons will be asked to provide their name, phone number and the date and time they wish to reserve the room.
- Reserved rooms will be held 15 minutes beyond the reservations time. Patrons who are unable to keep their reservations are asked as a courtesy to contact the Adult Services Desk so that their reserved room may be made available to others. Repeated no-shows may lose their study room privileges.
- Walk-in patrons may request to use a vacant study room if it is not reserved. Time limits for walk-ins may be less than two hours, depending on the reservation schedule.
- Users may reserve a study room no more than two times a week.

## Behavior

- Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition.
- Users may not move tables and chairs into or remove them from a study room. No items shall be taped or tacked to the walls or windows.
- Windows in rooms may not be covered at any time.
- Rooms shall remain unlocked during use.
- The rooms are not soundproof. Users must maintain a quiet, study-like atmosphere. Playing music or amplified presentation devices that can be heard outside of the study room is not permitted. Discussions should take place at quiet conversational levels.
- Food, tobacco products and alcohol are not permitted in the study rooms. Covered, non-alcoholic beverages are permitted.

*Approved by the Library Board July 15, 2010; amended November 15, 2012; amended September 15, 2016.*