

## **Will Rogers Library** **Study Room Policy & Guidelines**

The Study Room is intended for personal individual study, collaborative study, tutoring, etc. by individuals or small groups. Per Fire Marshall regulations, occupancy of the study room is limited to no more than four (4) persons at one time.

The following guidelines are intended to make the Study Room available to all patrons in the fairest manner possible.

While the study room offers a more private space, it is not sound proof. Please keep noise down so as not to disturb others just as you would in the main library. Individuals or groups that are noisy may be asked to leave the study room and/or the library.

### **Availability**

The study room is available during the library's regular opening hours by reservation or for drop-in use on a first come, first served basis. Reservations take priority over drop-ins. Reservations may be made in person at the Circulation Desk or by phone at 918-341-1564.

Permanent assignment of the room will not be made to any individual or group. Rooms may not be used for private "for profit" sales or promotional activities. The study room is not intended to be used as a replacement for a personal office space.

### **Reservations**

Individuals making room reservations must be 18 or over and have a library card in good standing, or present a current photo I.D. if they do not have a library card. The person who reserves the room must remain in the room during the entire duration of the reservation. This individual is considered to be responsible for the conduct of anyone utilizing the room and for maintaining security of the room during the scheduled time.

Individuals or groups may have two (2) reservations on file at a time. Reservations may be made up to 14 days in advance.

Reservations may be made in 1 hour increments, and are limited to 2 hours in a single day and 4 total hours per person per week. Set up and clean up time must be included in the reservation time. Rooms may be renewed at the end of the reservation at the Circulation Desk, assuming daily / weekly maximum has not been met.

Please cancel study room reservations you no longer need prior to your reservation time. Reservations are considered forfeit if the individual or group does not show up within 15 minutes after the reservation time. At that time, the room may be reassigned for the duration of the reservation.

Library management reserves the right to resolve scheduling problems by adjusting reservations or schedules. The Library reserves the right to revoke study room privileges at any time or to refuse future bookings to individuals that consistently fail to appear for reserved bookings. Management also reserves the right to limit future study room use if the system is abused.

## Use

A staff member will unlock the study room for each use. Before a study room is opened, the person requesting to use the room must present a library card in good standing and/or picture ID, and library staff will add them to the reservation list. When finished with the room, the person responsible for the room must make sure the room is in good condition, and notify staff they are finished.

All relevant library policies apply to the use of the study room.

Inappropriate conduct such as excessive noise, fighting, sleeping, vandalism, graffiti, sexual acts, etc. are not permitted. The Library reserves the right to remove users from rooms based on inappropriate conduct, limit future study room use, and/or limit or deny future library use.

The room must be vacated 15 minutes prior to Library closing.

Persons using rooms must agree:

- The volume of conversations must be confined to the room.
- Items exhibited on the walls should not be handled.
- Windows and door are not to be blocked or obstructed in any manner at any time. Furniture is not to be moved into or out of the study room.
- Feet should be kept off the furniture.
- Rooms must be occupied for the duration of the reservation. Rooms left unoccupied will be placed on the available list for use.
- Items should not be left unattended. Any items left in rooms after the end of the reservation period may be removed by library staff and placed in the library's Lost and Found.
- Damage should be reported to library staff immediately. Unreported damage will be treated as an act of vandalism and may result in charges and/or denial of future library services.

Individuals or groups who do not comply with these guidelines or engage in activity that results in damage to these facilities, may be denied further use of them.