

CHARLOTTE HOBBS MEMORIAL LIBRARY

Study Room Policy

PURPOSE

As part of its mission to bring people, information and ideas together, the Charlotte Hobbs Memorial Library (CHML) offers a study room within its facility as a place for tutoring and other activities which require a quiet work area. This policy provides guidelines for study room use.

DEFINITIONS

Director – The salaried employee hired by the Board as Library Director to manage and promote the CHML, or Acting Library Director if the position of Library Director is vacant.

Study Room – The room designated on the main floor of the CHML for use under this policy.

POLICY

1. Study Room Scheduling.

- a. The study room may be used only during library hours, unless a CHML Building Use Form is submitted and approved.
- b. The study room is scheduled at the front desk on a first come first served basis, with priority given to the CHML.
- c. The room may be reserved for a maximum of two hours. If the room is not reserved beyond the scheduled time, the user may continue to use the space.
- d. With the exception of use by the CHML no individual or group may have more than eight active reservations at any one time.
- e. Room reservations may be scheduled up to 60 days in advance.
- f. Any exception to this scheduling policy requires the Director's prior approval.

2. Room Capacity. No more than six persons are allowed in the study room at once.

3. Conduct. Patrons are required to follow all CHML rules in use of the space.

- a. The Director or CHML staff have the right to ask any persons to leave the premises immediately, if found to be in violation of the CHML rules or pose a disturbance to CHML patrons.
- b. The following are not permitted in the study room: (i) consumption of food or beverages other than water in a closed container, (ii) covering the glass in a manner that obscures the view into the room, and (iii) fixing signs, artwork or other materials to the walls without approval of the Director or CHML staff.
- c. Patrons using the room are responsible for cleaning space when done using it and should leave the room in the same condition as at the start of their use.

Adoption: This policy was adopted on October 16, 2016; and amended on April 21, 2021, February 16, 2022 and April 19, 2023.