

POL-LIB-2015-01	Issue No: 1.0	April 23, 2015
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STUDY ROOM POLICY		

PURPOSE

Thomas Branigan Memorial Library provides study rooms to our patrons for individual and small group use. These rooms are provided so that patrons may engage in individual study or small group discussions without disturbing or being disturbed by the other patrons in the library.

POLICY:

1) Reservations

- a. Reservations may be made in person, over the phone, or via email. Early reservations are preferred, same-day reservations are acceptable. All room reservations are on a first-come, first-served basis.
- b. If a patron does not arrive on time, the room will be held for fifteen (15) minutes. After that time, the room may be reassigned at the discretion of the Reference Desk or Library Administration.

2) Use

- a. Study rooms are available during the normal business hours of the library.
- b. Study rooms are not meant to be silent; however, patrons are still asked to keep the volume level down.
 - i. Verbal communication with an electronic device is permitted in the study rooms, including the use of cell phones.
 - ii. Headphones must be used if listening to musical and/or other sound recordings.
 - iii. Playing musical instruments in the study rooms is not allowed.
- c. Unless otherwise noted above, all other Library and City policies (including policies on acceptable use and patron behavior) apply to individuals within the study rooms.

UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Manager Bonnie Hobbs	Title: Library Administrator Renee Payne Frankel
Title: Library Manager Catherine Christmann	Title: Acting Library Supervisor Elise Vidal
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Debora Rindge
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Paula Sharon	Title: Library Advisory Board, Member Jose Aranda