

# Chesapeake Public Library

## Policies and Procedures

**Policy Number:** *1025*

**Subject:** *Study Rooms*

**Effective:** *February 25, 2014*

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### **Purpose:**

To provide patrons with quiet areas for studying/tutoring, workforce development, personal/library equipment usage; which includes staff assistance with Job Help, proctoring, or computer training.

### **Policy:**

- 1. Signing in:** Patron must sign-in at the service desk before using the quiet study room and verify that they have read and understood our room guidelines. Patrons will need to provide a last name and a library card number or a photo ID.

If more than one person is using the room, staff will ask if tutoring is being conducted. (This information is for statistical purposes only.)

- 2. Signing out:** Patrons must notify the service desk when they finish with the study room.
- 3. Reservations:** Patrons may make only one study room reservation per day. Reservations can be made up to 24 hours in advance. A reservation is guaranteed for two hours at a time per day as long as the library is open. Reservations are for a specific time; a specific room is not guaranteed. Reservations will be held for 15 minutes. Late arrival does not extend the reservation time past the original two hours.
- 4. Room Rules:** If no one is waiting for the room, the patron may stay beyond two hours in the room until notified by staff that the room has been requested by someone else. Staff will make every effort to allow patrons as much time as possible in a room. Upon staff request, patrons will be given up to five minutes to vacate a room.

Patrons who are asked to vacate a room may return after one hour has passed to inquire about additional time in a study room. If a room is available, they can be placed in the room for a one hour period. This time can be extended if no other patrons are waiting for a room.

When use of a room is requested by someone else and the current occupant is not present in the room when their time has expired, all reasonable attempts will be made by staff to locate the current occupant. However, if the occupant cannot be located, any personal belongings left in the room will be removed and kept in a secure space allowing the next patron access to the room.

Rooms will be kept locked at all times.

5. **Housekeeping:** It is the responsibility of the patron to return the room to its original furniture/equipment arrangement and cleanliness. Failure to do so may result in loss of study room privileges. Please let staff know if the room is not clean or if something is wrong with the room when it is opened for use.
6. **Food and Drink:** Covered drinks and small snack items are allowed in the study rooms.
7. **Noise/Disturbance:** The quiet study rooms are not soundproof. Patrons will be asked to leave the room if there are complaints or the room is misused. Complaints may result in loss of study room privileges.
8. **Extended Time Reservations:** Exceptions to the policy can be made at the Library Manager's discretion. This includes, but is not limited to:
  - Workforce Development
  - Proctored tests
  - Library equipment usage
  - Educational testing (practice exams, online exams, etc.)