

**Henry County Public Library**  
**Study Room Policy**  
*Created 3/2020*

Two (2) study rooms are available to the general public. Please check with staff at the circulation desk before occupying a room to acknowledge a reservation or to make sure the room is not reserved for another patron. The following restrictions and policies apply to the use of these rooms.

**PURPOSE**

The study rooms are designed to provide a quiet area of study for individual or small groups of four (4) or less. The fundamental purpose of the study rooms are to provide a suitable environment for research, study, and reading. Study rooms are not for social gathering. Appropriate library behavior is expected. (See Patron Behavior Policy).

**QUALIFYING ORGANIZATIONS**

Permitted individuals and small groups:

- Those whose purposes are limited to civic, cultural, or educational objectives
- For-profit use consistent with the Library's objective of providing a suitable learning environment for research, study, and reading (for example, a paid tutor).

The following uses are expressly prohibited of the study rooms:

- Persons buying, selling, advertising, or trading products or services (other than educational purposes or a paid tutor) for cash or other consideration.
- Political rallies or meetings, religious services or instruction and personal or family events.

**TIME LIMITS**

Study room use is limited to one hour (1) when someone else is waiting to use the room. If no one is waiting, the room may be used as long as needed. All study rooms are to be vacated 30 minutes prior to Library closing time. (See daily scheduled hours on our website).

**RESERVATIONS**

Reservations (other than a tutor accepting a fee) may be made up to two (2) weeks in advance. The following HCPL Procedures and Policies apply to the study room:

- Unattended Child Policy

- Internet Safety Policy
- Patron Behavior Policy
- Circulation Policy
- Library Hours

If a user is ten minutes late for their reserved time and another patron is waiting to use a study room, the reservation may be forfeited.

### **BEHAVIOR**

Patrons may be asked to leave if they disturb others or engage in destructive or inappropriate behavior. Study rooms are not for social gathering. Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room.

If users do not follow library policies, the library staff will ask users to leave the study room(s). Snacks and drinks may be consumed; however, study rooms must be left in the same condition as upon arrival. These rooms are designed for study and research. All trash is to be placed in a designated trash receptacle. Any spills or damages must be reported to the staff at the circulation desk.

If a study room is left unattended for more than 20 minutes, patrons are asked to remove all their personal belongings and alert Library staff that they are vacating the study room. Items left for longer than 20 minutes may be removed by Library staff. The Library staff will secure and label items collected from the study room and place them behind the circulation desk. The owner of said items must identify articles in order for the staff to release said articles/items. The Library staff strives to provide a safe environment; however, it is not the responsibility of the staff to ‘police’ and ‘baby-sit’ users of the library. If a situation warrants the police to assist with behavioral issues, the staff will contact the Eminence Police Department.

### **LOST ITEMS**

The Library is not responsible for the loss of or damage to personal items.