

	E. D. Locke Public Library	
Page 1 of 2	Group Study Rooms	Amended: February 6, 2017 June 3, 2023

Purpose of Rooms

2 study rooms are available to the public free of charge for the purposes of small group study and discussion.

Rules of Conduct

- Messy craft projects are not allowed, i.e. use of paints, non-washable markers, glue, etc.
- Office supplies cannot be requested from library staff.
- Rooms must be thoroughly cleaned up after use.
- Disregard of these guidelines may result in users being asked to leave the library or users having their study room privileges suspended.
- Rooms are for use by no more than 6 individuals at a time.
- Users must be 12 years of age or older. If under 12 years, user must be accompanied by a responsible adult.
- Rooms are not intended for larger group pursuits, including social activities, or sales, club and business meetings.
- No for-profit activities are permitted, with the exception of paid tutoring.
- Users are required to adhere to all library rules and regulations.
- Cell phones, food and drink are allowed in study rooms.
- Noise must be kept to a minimum.
- Study room furniture must not be rearranged, and furniture may not be brought in or removed from the rooms. If additional chairs are needed, ask at the Circulation desk.
- Items may not be affixed to the walls.
- Materials may not be stored in the rooms before or after using them.

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Study Room Reservations and Hours Available

One of the study rooms is available for reservations. The first priority for scheduling of the study room is reserved for Library or Village services and programs. Walk-in patrons may use the study room if no reservation has been made.

Reservations may be made up to two weeks in advance. Reservations may be made in person, by phone, on-line. Reserved rooms will be held 10 minutes past their reservation time. Patrons who are unable to keep their reservation are asked as a courtesy to call the Circulation Desk and let the library know. Repeated no-shows may lose their study room privileges. Users may reserve a study room no more than once a week.

All users should check in at the Circulation desk and sign the meeting room sign-up sheet.

Study rooms have a one hour time limit. Patrons may continue to use the room if no one is waiting.

Room must be vacated 5 minutes prior to library closing.