



Study Room Guidelines

The purpose of the library's Study Rooms is to provide space for study and/or collaborative work. The following guidelines apply to all Study Rooms; rooms A – F in the northeast area and rooms 1 – 6 in the southwest area of the library.

1. Study Rooms are available free of charge and are open during library hours. **They are available on a first come, first served basis.** (*Study Rooms may be booked for CPL events or partners, please refer to schedules posted on doors for availability.*)

2. Maximum number of persons allowed:

<u>Northeast Group Study Rooms</u>	<u>Southwest Study Rooms</u>
Room A – 10	Room 1 – 2
Room B – 8	Room 2 – 2
Room C – 8	Room 3 – 2
Room D – 4	Room 4 – 2
Room E – 4	Room 5 – 2
Room F – 4	Room 6 – 2

3. **Group Study Rooms A-F are intended for multiple users,** single users will be asked to move if alone in a room for longer than 15 minutes while groups (of two or more) are waiting. **Single users will be asked to vacate in alphabetic order, beginning with Room A.**

4. Those who use Study Rooms must occupy them. **Items left in an unoccupied room will be considered abandoned after 15 minutes and may be removed by staff.** The library is not responsible for unattended personal items.

5. Study Rooms are not for social functions or for-profit groups soliciting or selling products, or services (including home party sales and/or professional services).

6. Group Study Rooms A – F are equipped with dry erase boards. Groups and individuals using these rooms must confine notations to the dry erase boards. It is not permissible to write on the clear or tinted sections of glass in any of the Study Rooms.

7. Tables may not be repositioned; chairs may not be added, removed or substituted.

Violations of the *Patron Code of Conduct and Responsibility* or of these *Study Room Guidelines* may result in expulsion from the Study Room or the library at the discretion of library staff.