



Study Room Reservation & Guidelines

CANTON PUBLIC LIBRARY STUDY ROOM GUIDELINES

The purpose of the library's Study Rooms is to provide space for individual study and/or collaborative work. The following guidelines apply to all Study Rooms:

Availability & Access

- Study Rooms are available free of charge during regular library hours.
- Study Rooms **A, B, F, G, H, 4, 5, 6, and 7** are reservable for Canton Public Library cardholders (standard, non-standard or purchased card types) in good standing, ages 13 years and over. (See CPL Meeting and Study Room Policy.) Other rooms (**C, D, E, I, J and 1-3**) are first-come, first-served.
- Any unoccupied and unreserved Study Room may be used by patrons.

Reservation Compliance

- Rooms may be reserved by Canton Public Library cardholders with accounts in good standing for up to two hours each session, with a maximum of three reservations per week.
- A completed room reservation must be made at least two hours in advance of use.
- Patrons who provide false information when reserving a room, or who fail to meet the minimum occupancy requirements for the room, may be asked to leave and may lose future room reservation privileges.
- Patrons with a room reservation must arrive within 15 minutes of their scheduled start time. After that, the reservation may be released so others can use the room.
- If a patron fails to appear for their reserved Study Room three times, their ability to make future reservations may be suspended.
- Patrons who have reserved a Study Room must vacate the room promptly at the end of their reservation.

Room Use & Conduct

- Users must occupy the Study Room while using it. **Items left unattended for more than 15 minutes** may be considered abandoned and removed by staff. This includes reserved Study Rooms.

- If a study room has a future reservation, current occupants must vacate the room before the reservation begins, regardless of whether the reserved user has arrived.
- Rooms must be vacated and left clean at the end of use.
- Study Rooms are not for social gatherings and use of Study Rooms for solicitation and/or sale of goods or services is prohibited.
- Tables may not be moved. Chairs may not be added, removed, or substituted.

Group Study Rooms (Rooms A–J)

- Single users may use a group Study Room if no group is waiting.
- If a group arrives, single users will be asked to relocate if they are alone in a room for longer than 15 minutes, starting with Room A and continuing alphabetically.

Occupancy Limits

- | | |
|---------------|--------------|
| • Room A – 10 | • Room 7 – 2 |
| • Room B – 8 | |
| • Room C – 8 | |
| • Room D – 4 | |
| • Room E – 4 | |
| • Room F – 4 | |
| • Room G – 4 | |
| • Room H – 4 | |
| • Room I – 4 | |
| • Room J – 4 | |
| • Room 1 – 2 | |
| • Room 2 – 2 | |
| • Room 3 – 2 | |
| • Room 4 – 2 | |
| • Room 5 – 2 | |
| • Room 6 – 2 | |

Responsibility

- The library is **not responsible** for personal belongings left in Study Rooms.
- Users are expected to comply with the library's [Code of Conduct](#) and **Study Room Guidelines** at all times. Violations may result in expulsion from the Study Room or the library at the discretion of library staff.