

Loutit District Library
STUDY ROOM USE POLICY

Loutit District Library has five study rooms available for patron use. Four will accommodate up to four people and one will accommodate up to six people.

Acceptable use of these rooms includes volunteer tutoring, homework assignments, study groups, mentoring, and small group meetings. The Library reserves the right to use these rooms for library business.

The rooms may not be used for commercial sales or business purposes.

Rooms are available on a first come, first served basis.

Patrons wishing to use a study room must register at the Information Desk in the Adult Wing for the study rooms located at the east end of that area. Patrons wishing to use the study room in the Local History and Genealogy Room must register at the service desk in that area.

Study rooms may be requested for an initial period of two hours. This time may be extended, if there are no other patrons waiting for a room, at the discretion of library staff.

Current furniture arrangements will be maintained.

Users shall not bring commercial equipment, as determined by library staff, into a study room.

Restrictions regarding purses, bags and pens in the Local History and Genealogy Room also are in effect for the Local History and Genealogy study room.

Covered beverages are allowed in the study rooms in the Adult Wing. They are not allowed in the study room in the Local History and Genealogy Room.

Lights will remain on.

If a room is damaged, the user will be billed for necessary repairs and may be denied future use of study rooms.

Library staff will monitor activities and noise level. Misuse of a study room will result in the patron(s) being asked to leave the Library and possible denial of future use.

Users shall comply with the Library's *Rules for Persons Using the Library Facility and Services*, the *Unattended Child Policy*, the *Wireless Internet Policy* and all other applicable LDL policies.

The Study Room Use Policy previously adopted on April 13, 2010 is hereby repealed.

Adopted by the Loutit District Library Board of Trustees on April 2, 2013.

Mary Jane Belter, Secretary