

Loutit District Library
STUDY ROOM USE POLICY

Loutit District Library has four (4) study rooms available for patron use. The study rooms are located in the Reference and Information Department of the library and will each accommodate up to four (4) people.

Users shall comply with the Library's *Patron Behavior Policy*, the *Unattended Child Policy*, the *Wireless Internet Policy* and all other applicable LDL policies.

1. 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.
2. The rooms may not be used for commercial sales or business purposes.
3. Rooms are available on a first come, first served basis.
4. Patrons wishing to use a study room must register at the Information Desk.
5. 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, or at the discretion of library staff.
6. Staff may limit study room use to one (1) two (2) hour timeslot per day if rooms are in high demand.
7. Current furniture arrangements will be maintained.
8. Users shall not bring commercial equipment, as determined by library staff, into a study room.
9. If a room is damaged, the user will be billed for necessary repairs and may be denied future use of study rooms.
10. 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.

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