

# Study Room Policy

## Appropriate use of Study Rooms

- Persons using the study rooms are expected to engage in activities associated with the use of a public library. All are subject to the Prairie Trails public Library Behavior Rules.
- Study rooms are not intended to be the regular meeting site of any group or organization.
- The following uses are expressly prohibited: buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) for cash or other consideration (except in support of the library); political rallies, religious services, and personal or family events.
- Rooms close 15 minutes before the library closes.

## Eligible Users

- Study rooms accommodate small groups up to four or six people, depending on room size. Exceptions can be made at the discretion of the staff member in charge.
- Users must be 14 and hold a current Prairie Trails Public Library card.

## Time Limits

- Groups are limited to two (2) hour blocks of times. If no one is scheduled to use the room after one time period, use of the room can continue until someone else is waiting, not to exceed four (4) hours per day.
- A user is allowed two room reservations per week.
- Another member of the group cannot extend the time beyond two hours or exceed the maximum use per day by signing in under a second individual's name.
- The library reserves the right, based on community demand, to limit the number of days a group or individual may reserve a study room.

## Reservations

- Reservations can be placed online via library website or accepted by telephone up to 24 hours in advance; otherwise use is on a first come, first served bases
- All study rooms users must sign in and out at the Adult Services desk, and each must submit an appropriate form of ID for the duration of the stay. Appropriate forms of ID are: Prairie Trails Public Library card; school ID, state ID, or driver's license.
- Use of study rooms must begin within 15 minutes of start time.

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