

LIBRARY STUDY ROOM USE POLICY

Study rooms are provided in order to offer quiet study space as well as to contain the noise of small group meetings.

- Study rooms are primarily for the use of those age twelve years and older. Use of the study room by individuals under the age of twelve is at the discretion of the Reference Librarian. The library's children's area contains a multipurpose room that may sometimes be available for quiet study by families and younger children.
- Three study rooms located in the lower level of the library may be used on a first-come, first served basis. They may be reserved for up to 1 ½ hours, and use may continue beyond that limit if no one else needs the room at that time.
- A study room may be used by no more than four people at a time.
- Patrons may be asked to leave if they disturb others or engage in destructive or inappropriate behavior. Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room.
- Users must register at the adult reference desk before a room will be unlocked.
- The study rooms must be vacated by 5 minutes before library closing time.
- The library is not responsible for unattended belongings or loss or damage to personal items.

Adopted by the Pewaukee Public Library Board of Trustees: April 21, 2005, Dennis Sampson,
Library Board President

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Library Board President