

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 Librarian.
- There are three study rooms located in the lower level of the library which may be used on a first-come, first served basis. They may be used for up to 1 ½ hours, and use may continue beyond that limit if no one else is waiting.
- Users must register at the Adult Reference desk before a room will be unlocked.
- A study room may be used by up to four people at a time.
- The lights must be on at all times when a study room is occupied.
- Moving furniture to and from the room is not permitted without approval of a Librarian.
- 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.
- Study rooms left unoccupied for more than 15 minutes will be considered forfeited and may be used by others waiting for a room. Possessions left in a forfeited study room will be stored at the Reference desk until the end of the day and then will be moved to the lost and found area of the library.
- The study rooms must be vacated 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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