

## **Study Room Policy**

The Irondale Public Library has three (3) study rooms available for patrons to use. The maximum number of patrons allowed in each study room is six (6). Individuals and small groups planning short-term study sessions may use the study rooms. Users must check in at the Library Services Desk for room availability.

### **General Rules and Regulations for Study Room Usage**

- Individuals requesting a study room must be at least 14 years old, and the individual requesting the room must be present during the entire period of use.
- Study rooms are available on a first-come, first-served basis and are not available for reservation.
- Study rooms may be checked out for 2-hour blocks. If there is no one waiting to use the study room, the session may be extended one time for an additional 2 hours. At the expiration of the 2-hour block, users will be expected to vacate the study room.
- Study rooms close 15 minutes prior to closing of the library.
- Study room users must maintain a moderate noise level. Rooms are not soundproof, and loud talking disturbs other individuals studying in adjoining rooms and those studying outside of the rooms.
- Each study room has one dry erase board for patrons to use. Dry erase markers can be checked out for use at the Library Services Desk. Patrons must return dry erase markers once they are finished using the study room.
- Inappropriate behavior and horseplay are not allowed in the rooms (*See Patron Behavior Policy*).
- Walls, furnishings, and glass may not be defaced. No pictures or other items may be attached to the walls. Windows and/or door glass may not be covered in any way.
- Patrons may not move any furniture into the study room or remove any furniture from the study room.
- Alcoholic beverages, tobacco products, and vapes are prohibited in the study rooms.
- Users must clean up after themselves and leave the room in good condition.
- Food is not allowed in the study rooms and users eating food will be asked to move to the vending area. Only beverages with lids are allowed in study rooms.
- The Library is not responsible for any items left unattended in study rooms.
- Users are not allowed to sleep in the rooms at any time.

Failure to follow the above policies, or other applicable Library policies, may result in a temporary or permanent suspension of access to the study rooms.

Approved by the Irondale Public Library Board on 23<sup>rd</sup> day of July, 2025.