

## BERKELEY PUBLIC LIBRARY POLICIES

SUBJECT: STUDY ROOM USE POLICY

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### I. PURPOSE

The purpose of this policy is to set forth rules governing the use of small study rooms in Berkeley Public Library facilities.

### II. POLICY

The Library study rooms are available on a first-come, first-served basis; reservations are not accepted. These rooms are intended primarily for one-hour study sessions for a broad number of Library users, and are not intended for multi-hour use. Although available to single users, study rooms are designed to accommodate two people. Maximum occupancy is four people.

#### Register at the Service Desk

One person from the group must sign up at the Library Service Desk to use the room. This person will be responsible for the room's condition during its use. When the room is vacated, the responsible person must check out at the Service Desk. Sign-in sheets are discarded at the close of each day.

#### Time Limits

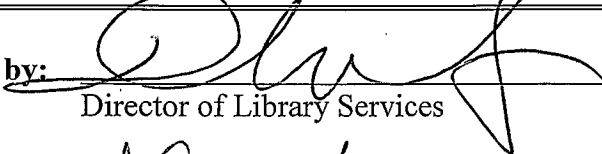
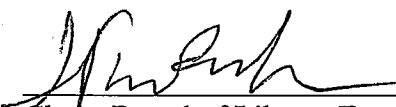
In order to maximize use of the room during busy times, there is a one-hour time limit for each group when others are waiting (this limit applies to all people in a group). Upon request, groups will be permitted use of the room for one additional hour if there is no other group waiting to use the room. The maximum amount of time a group may use the room is two hours .

#### Study Room Use

1. The Berkeley Public Library Rules of Conduct apply to the use of the study rooms.
2. The study room windows may not be covered at any time.
3. In accordance with the Library's Unattended Children Policy, users under the age of 8 must have adult supervision.
4. The following rules for the use of Library Community Meeting Rooms also apply to the study rooms:
  - a. Fees: no group may charge a fee or ask for donations.
  - b. Sales: no items or services may be sold or advertised. Private tutoring is permitted.

- c. No tape, tacks, or other fasteners may be used to attach anything to the study room walls or furniture.

Users not following these policies will not be permitted use of the rooms. Library staff has discretionary authority to remove users from a study room should behavior be inconsistent with the purpose of the room's use and/or is disruptive to others in the Library.

<b>Reviewed by:</b>		<u>11/20/13</u>
	Director of Library Services	Date
<b>Approved by:</b>		<u>11/20/13</u>
	Chair, Board of Library Trustees	Date