

**Study Room Policy
Clear Lake Public Library**

- 1. The library has three study rooms for individual or group study. Rooms A and B will accommodate two people and Room C can accommodate up to six. The purpose of the study rooms is to provide quiet space for group and individual study. The library reserves the right to limit the frequency of use of the study rooms by any individual or organization in order to insure accessibility for all community members.**
- 2. The study rooms are not available for the purpose of selling merchandise or services, soliciting for later sales, or social events. Academic tutoring is permitted in the study rooms. Individual who wish to use the room for tutoring may reserve the room for no more than two days per week.**
- 3. Check in at the adult circulation desk for access to the study rooms. Sign out at the desk when you have finished using a study room. All study rooms may be reserved up to one week in advance. Reservations will be cancelled if the individual or group has not arrived ten minutes after the scheduled time.**
- 4. Study room usage is limited to four hours per day. If no one is waiting room usage may be extended, however, if the room is then requested, the original party will have five minutes to vacate the room. Study rooms are available only during the library's regular hours of operation.**
- 5. Study room users must observe the library's Code of Conduct. Noise and conduct are expected to be kept at a level that will not disrupt persons in the library.**
- 6. Food is allowed in the study rooms with permission from the Director. Beverages should be in covered containers.**
- 7. The library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations.**

Reviewed and updated Sept. 2018