



## STUDY ROOM POLICY

As a public institution, the Waunakee Public Library encourages use of its private meeting and study rooms by community groups and community members. The Waunakee Public Library offers nine study rooms of various sizes and features for use by individuals or small groups.

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library policies. The Waunakee Public Library's Behavior Policy applies to programs or meetings held within study rooms at all times. Use of meeting and study rooms should not interfere with the normal functions of the library or use by library customers. Library staff will have free access to rooms at all times. Lights are to remain on at all times unless they interfere with use of A/V equipment. Exceptions to the Study Room Policy may be made at the discretion of library management.

There are nine study rooms in the Library. Two are located in the Children's Area on the first floor. Seven study rooms are located on the second floor. Study Room One is located in the Young Adult Section and is generally reserved for use by teen and pre-teen library patrons (with exceptions made by library management).

### **General Guidelines for Study Room Usage**

Study Rooms are available for public use only during the Library's open hours. All users of Study Rooms must vacate the rooms 15 minutes prior to the Library's closing time.

Study Rooms are available on a first-come, first-served basis; however, Library users are strongly encouraged to reserve the use of a study rooms in advance on the library's website or in person with a librarian before entering a room. The Library will hold a Study Room reservation for no more than ten minutes if a patron booking a room is not present at the beginning of a reserved time period. The Library may limit Study Room usage to two hours per session, depending upon availability.

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls or doors.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity. Room Capacity is posted on each study room doorway.
- Leave room in good condition.

Study Room Users that do not abide by the General Guidelines above may have their access to Study Rooms restricted by the Library Director.

### **Equipment**

Users are responsible for any damage to Library-owned equipment or furniture. The Library is not responsible for any damage to equipment brought into the building.

*Approved by the Waunakee Public Library Board, June 17, 2022*

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