

Caroline County Library

STUDY ROOM POLICY

Policy Statement

In addition to offering meeting rooms for use by larger groups, Caroline County Library also offers study rooms for use by members of the community. Study rooms are intended for use by small groups or individuals. Study rooms will be available on equal terms to all in the community, regardless of their beliefs or affiliations. It is the intent of the library that the use of these spaces be free and open to the public.

Eligibility

- Individuals or small groups of two (2) or more may use the study room. The number of people in the room will be limited to the available seating provided for the room.
- If a study room is needed for library purposes, first priority will be given to the library. All other reservations will be made on a first-come, first-served basis.
- Study rooms are not intended to be used for the following:
 - Private events and social gatherings, including but not limited to birthday parties, wedding or baby showers, business meetings, etc.
 - Events whose sole purpose is fundraising, unless it benefits the library
 - Commercial purposes where buying, selling, or marketing of goods or services takes place
 - Any event where an admission fee is charged, unless it benefits the library
- Some paid services may take place in the study room, such as private tutoring or client meetings, as long as no money is exchanged at the library.
- Political groups and candidates may not use the meeting room for any campaigning or fundraising purpose, but may use the room to meet with constituents or with their campaign staff.

Policy Regulations

- Library and government groups may be exempt from these regulations.
- All individuals wishing to use the study rooms must agree to abide by these regulations as well as the library's *Public Service Policy*. Individuals must also abide by all local, state, and federal laws, ordinances, and regulations, including occupancy limits or copyright permissions.
- Individuals wishing to book a study room must be at least sixteen (16) years of age or older.
- Use of the study room for groups under the age of sixteen (16) will be allowed only if an adult over twenty-one (21) years of age accepts responsibility throughout the time in use.
- Study rooms are only available during the library's standard days and hours of operation. They must be vacated and returned to their original state fifteen (15) minutes before closing.
- Individuals or groups may reserve a study room for up to two (2) hours. This time may be extended on an hourly basis. Only one reservation may be made per day.

- Reservations may be made no more than one (1) week in advance. Walk-in reservations may be allowed depending on availability. Patrons with or without prior reservations should check in at the Front Desk before using the room.
- The library reserves the right to limit the frequency of reservations by any group or individual.
- Users of a study room must return the room to its original configuration and condition at the close of a session. Users are also responsible for any damages to the premises or equipment incurred by the individual or group members. Staff must be notified of any damage immediately.
- Food and beverages are not permitted in the study rooms.
- Room reservations will be forfeited after fifteen (15) minutes if the patron(s) fails to appear. Staff should be notified at least 24 hours in advance of any cancellations.
- The library is not responsible for the loss or damage to any equipment owned by an individual or group using the study room.
- The library cannot guarantee audiovisual or Internet capabilities. Library staff will not physically handle personal electronic devices during any troubleshooting processes.
- Use of the meeting space does not constitute endorsement or sponsorship of the event or information being presented. Organizations may not use the library's logo or contact information on any publicity for their event. The library does not publicize non-library events.
- If unforeseen circumstances, such as electrical outages or inclement weather, cause the library to be closed or the meeting room to become unavailable, we reserve the right to cancel any scheduled use of the study rooms. Staff will attempt to contact registrants, but it is the responsibility of the registrants to confirm that the library is open and the room is available.
- Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the study room.

Adopted by Caroline County Board of Supervisors January 14, 2020