

# Individual Study Room Rules

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For members who prefer a private study area, the Library has six individual study rooms on the fifth floor. These rooms are available to members during open hours.

1. Smoking, food, beverages, and cell phone use/computer conferencing are strictly prohibited in these rooms, as they are throughout the Library. Water in spillproof containers is permitted but should be kept closed and off the desk.
2. Study Rooms are available to members aged 18 or older. E-Members and Day Pass holders may not use the study rooms.
3. Reservations must be made over email by contacting [requests@nysoclib.org](mailto:requests@nysoclib.org). Available spaces can be viewed on the Library's website. Members will receive confirmations when their rooms are booked.
4. **Members must claim use of their room by 11 AM on weekdays and by 12 PM on weekends.** After that, they may stay as long as they like, **up until 15 minutes prior to the Library's closing.** Members should notify the Library by email as early as possible if they must cancel. If a room remains unclaimed at the expiration time, it will become available to other members.
5. Keys for each room will be issued at the Circulation Desk at the time of the reservation. They must be returned to the Desk whenever members leave the building. Members who return keys one or more days late may be charged \$5.00.
6. Members may try for walk-in spaces by checking in at the Circulation Desk. If all rooms are in use, they can put their names on the waitlist. Once a room becomes available, **the member will be notified by email and have 15 minutes to claim it** before it moves on to the next person on the waitlist.
7. The use of the room is for the assignee and the assignee only. Double occupancy of the room is not permitted. Members must be aged 18 or over to use a study room.
8. Members who repeatedly fail to meet their reservations may be denied future reservations.
9. Computers, books, and other materials brought to these rooms may not be left overnight.
10. The Library does not accept responsibility for the safekeeping of personal belongings.
11. Members must observe the rules of common decorum and refrain from putting feet on the desks or bookcases. Glass panels on the doors are to remain unobstructed. It is expected that members leave the rooms in the same state as they found them.