



Individual Study Room Rules

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To aid members needing a private area or making intensive use of the Library's holdings, there are six private study rooms on the fifth floor. These rooms are available when the Library is open; but, like the rest of the building with the exception of the Circulation area, **they close 15 minutes prior to the Library's closing.**

1. Smoking, food, beverages and cell phone use are strictly prohibited in these rooms, as they are throughout the Library. Please keep water bottles closed and off the desk.
2. **Members must claim use of their room within one half hour of the time specified.** Please notify the Library as far ahead of time as possible if you must cancel. If you are late, the room will be held for only one half hour and then becomes available to other members. No further extensions beyond the reserved starting time will be permitted on the day of the reservation.
3. The use of the room is for the assignee and the assignee only. Double occupancy of the room is not permitted. Members must be over 18 to use a study room.
4. **No more than 5 reservations, whether for consecutive or separate days, may be held at one time.** Reservations may be made one week after the previous five reservations have been completed and no more than six weeks in advance.
5. Members failing repeatedly to meet their reservations schedule may be denied advance reservations.
6. Computers, books, and other materials brought to these rooms may not be left overnight.
7. The Library does not accept responsibility for the safekeeping of personal belongings.
8. A key will be issued at the Circulation Desk at the time of your room reservation. This key must be returned to the desk whenever you leave the building. Readers returning keys one or more days late may be charged five dollars.
9. Please observe the rules of common decorum and refrain from putting feet on the desk or bookcases.
10. It is expected that members leave the rooms in the same state as they found them. The glass panel in the door is to remain unobstructed.