



Study Room & AV Room Policy

Study Room and AV Room Signup

The library offers four study rooms and an audio-visual room for use by community members. Study rooms are available on a first come, first served basis; the AV room may be reserved up to 7 days in advance. In order to use a room, account holders must display their library card; visitors without library accounts may substitute a current photo ID for a library card. All users must sign a Study Room Signup Form in order to obtain a key for a study room.

Duration

Visitors may use a study room or the AV Room for up to three hours, and must share their anticipated end time with staff when completing the Study Room Signup Form. After three hours, time may be extended by Front Desk staff in additional 1-hour increments if no one is currently waiting for a room.

General Expectations

Users should leave the rooms in the same general condition they were in at the start of their session. Please refrain from spraying fragrances. Meals are not to be taken; however, snacks and drinks are permitted. Please refrain from loud discussion and telephone calls, as the walls in this part of the library are not soundproof. Telephone calls should be taken in the front lobby or outside the library. Patrons needing to take a break or use the restrooms should deliver their room key to a Front Desk staff member before leaving the library. Users may vacate the room for up to 15 minutes, but those who do not return before this time has elapsed may have their belongings removed by staff for study room use by another patron.

Special Considerations for the AV Room

AV room users with the intention of utilizing the Mac Studio may sign into the Studio device at their convenience. The allotted time for Mac Studio use is three hours with the potential for 1-hour extensions. No food of any kind is allowed in the AV room. Please *only* drink beverages from containers with lids when using the Mac Studio. All user sessions for library computers will end 15 minutes prior to close of the library. *As all work created on the Studio hard drive will be erased when the session ends, users will need to save their work to a cloud-based storage space or external device such as a portable solid-state hard drive.*

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