



Study Room Use Policy

Purpose

The Carroll Public Library provides study rooms available for an individual or small group use.

Guidelines

- Study rooms are available free of charge and a library card is not required to use a study room.
- A study room may be reserved 30 days in advance. Walk-in use is subject to availability. Study rooms G and H are on a first come, first serve basis.
- A reservation is canceled if a study room is not occupied within 15 minutes of the reserved time or if left unoccupied longer than 30 minutes during the reserved time.
- Study rooms are booked for a maximum of two-hour increments. If at the end of their first time frame, no one else is waiting the individual or group may book an additional two hours.
- Rooms will be locked at all times. Users will check in at the Circulation Desk for access to study rooms.
- Fire code occupancy limits must be observed:
 - Study room A—5 individuals (teleconferencing technology)
 - Study room B—4 individuals (teleconferencing technology)
 - Study room C—5 individuals (teleconferencing technology)
 - Study room F—5 individuals
 - Study room G--2 individuals
 - Study room H—2 individuals
- One person may use a room if the room is not in use, but may be asked to leave the room if a group asks to use the room. Smaller groups may be required to move into smaller rooms to allow a larger group to use one of the larger rooms.
- All study room users must abide by the library's Patron Conduct Policy and all other library policies. All users of library study rooms are responsible for damage to equipment, furnishings, floor coverings and other library property.
- The library is not responsible for the loss or damage of private property or for any accidents or injuries that may occur.
- Study room use must be held during regular library open hours and must not disrupt others using nearby study rooms or patrons using the library. The library reserves the right to revoke permission of individuals or groups to use these spaces due to a violation of library policy.
- Study room occupants must return the room to original condition and exit the room 15 minutes prior to library closing time.