

CARROLL PUBLIC LIBRARY

STUDY ROOM USE POLICY



The study rooms at the Carroll Public Library are intended for individual or small group use. The Carroll Public Library does not discriminate in making its premises available for use on the basis of age, race, color, religion, sex, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry, or the presence of any sensory, mental, or physical disability.

Room Specifications

Fire code occupancy limits must be observed:

- Study Rooms A and C – 5 individuals
- Study Room B – 4 individuals
- Study Room F – 5 individuals
- Study Rooms G and H – 2 individuals

Eligibility and Priority

Study rooms are available free of charge and a library card is not required to reserve a study room. A study room may be reserved 30 days in advance. A reservation will be canceled if the study room is not occupied within 15 minutes of the reserved time or if left unoccupied longer than 30 minutes during the reserved time.

Walk-in use is subject to availability. Study rooms G and H are available on a first come, first served basis.

Study rooms will always be locked, and users need to check in at the Circulation Desk for access.

Study room use must be held during regular library normal open hours and must not disrupt others using nearby study rooms or patrons using the library. All study room users must abide by the library's Patron Conduct Policy and all other library policies. Failure to abide by the policies of the library will be cause for dismissal and/or denial of further use of the study rooms.

Food and drinks with lids may be served in the study rooms, but individuals must clean up the room at their own expense. No liquids that could stain the carpet are allowed, such as those containing red or orange dye. Alcohol cannot be served or consumed in the Carroll Public Library unless receiving prior approval from the Library Board of Trustees.

Study room occupants must return the room to the original condition and exit the room 15 minutes prior to library closing time.

The library is not responsible for any accident, injury, loss, or damage to the private property of individuals or organizations using the facility.

Study rooms are not available for fundraising, the sale of merchandise, for solicitation of later sales, or for order placement or distribution. The library reserves the right to allow sales conducted by the Carroll Public Library Friends, Carroll Public Library Foundation, the Library itself, and the City of Carroll.

Public Wi-Fi and Audio-Visual Equipment

Study Rooms A, B, and C contain teleconferencing technology. Users should test personal devices for compatibility and general use instructions. Some laptops may be compatible with Library equipment. The library may not have all the computer adapter cables. Please bring all the necessary cables.

Technical support personnel are not provided. Staff will turn on the requested Library equipment but cannot be expected to troubleshoot technology issues.

The library offers free Wi-Fi that is shared with all Library patrons. Connection speed or connecting to a particular site cannot be guaranteed.

Adopted 12/16/2019.

Revised 3/17/2025.