

THE COLONY PUBLIC LIBRARY
STUDY ROOM POLICY
Adopted by The Colony Public Library Board 03/07
Revised 01/11; 06/12
Reviewed 06/15

I. Purpose:

- a. The two study rooms within the Library's Quiet Room are provided primarily for Library-sponsored or co-sponsored activities, exam proctoring, and small study groups (not more than six persons), and individual study.
- b. The study rooms are not for commercial activities.

II. Reservations:

- a. Rooms may be reserved at the Reference Desk or via phone at 972-625-1900 ext. 3 up to one week in advance on a first-come, first-served basis.
- b. Individuals requesting a room reservation must be at least nine years of age and possess a valid borrower's card issued by The Colony Public Library; no fee is charged for study room use.
- c. Staff will only open the reserved Study Room upon presentation by the person who reserved the room of the library card associated with the reservation.
- d. Rooms may be reserved for up to 4 hours with a maximum of one 4-hour block of time per day.
- e. A reserved Study Room not occupied within 15 minutes of the reserved time will be considered canceled and available for use. Failure to occupy a reserved Study Room ("no shows") may result in loss of the individual's privilege to reserve a room in the future.
- f. A Study Room left unattended will be considered vacant and available for use; any personal items left will be placed in the Library's lost and found or turned over to the Police Department.

III. Rules for use:

- a. Study groups should converse in quiet voices; the rooms are not sound-proof.
- b. No furniture is to be moved in or out of the Study Room.
- c. The room is to be left clean of personal items papers, trash, or other materials.
- d. Children under the age of 9 are not to be left unattended in a study room.