



## The Colony Public Library Study Room Policy

Adopted by The Colony Public Library Board 03/07  
Revised 01/11; 06/12; 09/23

### **I. Purpose:**

In keeping with The Colony Public Library's mission of providing free and equitable access to information, materials, and services, including public use space, the Library's Study Center is equipped with two (2) study rooms that are intended for Library-sponsored or co-sponsored activities or small group and/or individual use. Library customers may use the rooms for study, meetings, and interviews; commercial activities may not take place in the study rooms.

### **II. Reservations:**

- A. Rooms may be reserved in-person at the Reference Desk, online through the Library's website, or via phone up to one week in advance on a first-come, first-served basis.
- B. Customers may only have one study room reservation at a time.
- C. Individuals requesting a study room reservation must possess a valid TCPL card.
- D. Library staff may only open reserved study rooms upon verification of the library card under which the room has been reserved.
- E. Rooms may be reserved for up to two (2) hours with a maximum of one 2-hour block of time per day.
- F. Study rooms not occupied within 15 minutes of the reservation time will be considered canceled and available for use.
- G. Study rooms left unattended for more than 15 minutes 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 rooms may accommodate up to six (6) individuals.
- B. Study rooms are not soundproof; as such, individuals should be considerate of other users and conversations should take place at a low volume.
- C. Furniture may not be moved in or out of the study rooms.
- D. Study rooms should be left clean of personal items, papers, trash, and other materials.
- E. Children under the age of nine (9) are not to be left unattended in a study room.