



Public Use of Library Study Rooms

The purpose of the library's Study Rooms is to provide space for study and/or collaborative work.

1. Study Rooms are available free of charge during regular library hours and **are available on a first come, first served basis.**
2. There is a two-hour time limit that begins when the room is occupied when others are waiting for a room.
3. Study Rooms must be booked either online or at the service desk.
4. Walk-ins are welcome but advance bookings have priority for the rooms.
5. Patrons must check-in at the service desk before using a room whether they've booked the room in advance or not.
6. Study Rooms must be vacated five minutes before the next booking and 15 minutes before closing.
7. A Study Room booking is considered a no-show 15 minutes after the time booked, at which time the room may be made available to another patron.
8. Three no-shows or cancelations in a row will result in a three-month ban from using a Study Room. An additional three no-shows or cancelations in a row may result in a permanent ban from using a Study Room at the discretion of library staff.
9. The maximum number of persons allowed in a Study Room is two.
10. Those who use Study Rooms must occupy them. Items left in an unoccupied room will be considered abandoned after 15 minutes and may be removed by staff. The library is not responsible for unattended personal items.
11. Study Rooms are not for social functions or for-profit groups soliciting or selling products, or services (including home party sales and/or professional services).
12. Study Rooms are equipped with dry erase boards. Groups and individuals using these rooms must confine notations to the dry erase boards. It is not permissible to write on the clear or tinted sections of glass in any Study Room.
13. Tables may not be repositioned and chairs may not be added, removed or substituted.

***Romulus Public Library
Study Room Policy
August 2024***



14. Violations of the Patron Code of Conduct and Responsibility or of the Study Room Policy may result in expulsion from the Study Room or the library at the discretion of library staff.