

## **Poplar Creek Public Library District**

### **Study Room Policy**

The Poplar Creek Public Library District (PCPLD) has 13 study rooms available for public use. Study rooms are designed to meet the needs of patrons who want to work individually or in small groups for limited periods of time. Study rooms are available for use during PCPLD open hours only. Food is not permitted in the study rooms.

#### **AVAILABILITY**

##### **Adult Services (4 rooms)**

Located on the lower level, these rooms may be reserved by a registered cardholder 14 years and older. Cardholders under 14 years must be accompanied by a parent or guardian.

Maximum occupancy: 4

##### **Empire Rooms (2 rooms)**

Located on the lower level, these rooms may be reserved by a registered cardholder 14 years and older. Cardholders under 14 years must be accompanied by a parent or guardian.

Maximum occupancy: 8

##### **Teen Services (3 rooms)**

Located on the upper level in the Teen Services Department, these rooms may be reserved by a registered cardholder between the ages of 12 and 20.

Maximum occupancy: 8

##### **Children's Services (4 rooms)**

Located on the lower level in the Children's Department, these rooms may be reserved by a registered cardholder 12 years of age and under or adults working with children age 12 and under.

Maximum occupancy: 4

#### **LIMITS OF USE**

Study room reservations are limited to two, one-hour session per day. Study rooms may be reserved up to one week in advance.

For those without reservations, study rooms are available on a first come, first served basis. Walk-in users will be asked to vacate the room for users with a reservation.

At least one person in a study room must be a registered cardholder. Reservations are non-transferable.

If users of a study room leave the room for more than 10 minutes, the room will be considered vacant. All personal belongings will be removed and the room will be made available for use by another patron.

## **SPECIAL CONSIDERATIONS**

Staff reserve the right to make exceptions to the policy. Special considerations may be given for tutors, test takers, and individuals using the equipment in the Empire rooms.

## **CANCELLATIONS**

Individuals are asked to contact PCPLD if a study room is no longer needed so that it can be made available to others requesting a room. Patrons who have not arrived within 10 minutes of the reservation start time will be considered no-shows and the reservation will be removed. Patrons who show up late will not have extended reservation time. Failure to provide notice of cancellation will be grounds for suspension of study room privileges.

## **DAMAGES AND LIABILITY**

PCPLD is not responsible for possessions left in a study room or moved by staff to another location. PCPLD cardholders who book a room understand that they take full responsibility for the actions of themselves and anyone in their group and will be held accountable for violations of this policy or the Patron Code of Conduct. Individuals using the study rooms will be billed for any damages to furnishings and/or equipment. Failure to pay for damages within 30 days will result in a suspension of study room privileges.

Approved by the PCPLD Board of Trustees on Dec. 17.2015; Update 02.29.2016; Updated 02.17.2017,  
Reviewed without changes 1.8.2018

**Statement of Responsibility**  
**Poplar Creek Public Library District**  
**Empire Rooms**

Date: \_\_\_\_\_

Name of Patron Reserving Room: \_\_\_\_\_

Library Card Number/Picture ID: \_\_\_\_\_

Email address: \_\_\_\_\_

Room Reserved:

\_\_\_\_\_ Empire Room 1 (Maximum occupancy: 8)

\_\_\_\_\_ Empire Room 2 (Maximum occupancy: 8)

**Equipment Available:**

- Web Camera
- VHS to DVD Converter
- 42" LCD with audio

Time Reserved: \_\_\_\_\_

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I have read the PCPLD Study Room Policy and agree to follow the rules set forth. By signing this agreement, I agree to assume all liability for the cost, repair or replacement of the Empire Room equipment in the event of loss due to theft, damage, or misuse.

Signature of Patron: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Staff – Tear completed form on the dotted line and return the top portion to the patron.