

Poplar Creek Public Library District

Study Room Policy

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

AVAILABILITY

Popular Materials

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.

Teen Services

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.

Children's Services

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.

LIMITS OF USE

Study room reservations are limited to two, one-hour sessions per day. Study rooms may be reserved up to one week in advance with a registered library card. The individual registering for the room must also be present in the room at the time of the reservation. For those without a registered library card, study rooms are available on a first come, first served basis. 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 CONSIDERATION

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. Patrons who have not arrived within 10 minutes of the reservation start time will be considered no-shows and the reservation will be removed.

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 and/or library card use.

Approved by the PCPLD Board of Trustees on Dec. 17.2015; Update 02.29.2016; 02.17.2017, Reviewed without changes 1.8.2018, 2.21.2019; Updated May 21, 2020 ; April 21, 2022; October 19, 2023