



## **OREGON PUBLIC LIBRARY**

### ***STUDY ROOM POLICY***

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#### **I. Purpose**

The purpose of this policy is to support a welcoming space for public use by the greater Oregon community to use to exchange ideas or share common interests that serve to build community by encouraging civic engagement, information sharing, educational programs, cultural experiences and community partnership building.

#### **II. Study Room Descriptions**

- A. The Oregon Public Library offers nine study rooms for use by individuals or small groups, including:
  - 1. Two study rooms are located in the Children's Area on the first floor. These rooms are available to children and pre-teens; adults may only use the room if accompanied by a child during room use.
  - 2. Three study rooms are available in the Teen Area on the first floor, with preference for use given to teen and pre-teens.
  - 3. Four study rooms are available on the second floor and are available for anyone to use.
- B. Each study room is equipped with a table, chairs, outlets and wireless network access.
- C. Each room has a listed room capacity that must be followed during your reservation.

#### **III. Study Rooms Reservations**

- A. Study rooms are available for use during normal library hours and are free of charge. Room use, including cleanup, must be completed prior to the library closing.
- B. Individuals wishing to use the library's study room may apply for use on the library's website or by asking a library staff member.
- C. Study rooms are available on a first come, first served basis, but a user may reserve one study room up to seven (7) days in advance.
- D. To ensure availability for all community members, a user may have one (1) study room reservation at a time.
- E. A user may reserve a study room for up to three (3) hours at a time. If at the end of a reservation, no one else has reserved the room, the reservation may be extended by staff or a new reservation can be made.
- F. The Library will hold a Study Room reservation for no more than ten minutes if a patron booking a room is not present at the beginning of a reserved time period. If a patron leaves the study room for more than 10 minutes, the library may cancel the reservation for another patron to use the room.
- G. You need to be at least 9 years old or with a responsible caregiver to reserve a study room.

#### **IV. Room Use Guidelines:**

- A. Users of study rooms must follow all library policies. Use of study rooms should not interfere with normal functions of the library or disrupt the use of the library by others. Failure to comply with library policy or the direction of library staff may result in the suspension or restriction of library privileges including, but not limited to, study room use.
- B. The individual reserving the room is considered the responsible party for the room reservation and shall remain present in the room, except brief breaks. The room should be left in good condition. Charges for replacement or repair may be assessed if damage results from room use.
- C. Furniture may not be brought into or removed from the study room without approval by library staff.
- D. Library staff reserves the right to access rooms at all times.
- E. Permission for use of the room is limited to the inside of the room itself.
- F. For safety considerations, all Library study rooms have windows. Study room windows may not be covered or obstructed in any way for any reason.
- G. No items may be affixed to study room surfaces.
- H. The library is not responsible for loss or damage to personal belongings used or left in the meeting or study rooms.
- I. The library provides study rooms as a community service. The fact that a group or individual is permitted to meet at the library does not in any way constitute endorsement of the viewpoints or policies expressed by those using the room. Anyone using a room shall not publicize the event in any way that implies that it is sponsored, endorse or approved by the library, unless permission has been granted in advance by the Library Director or authorized Management Team member.

#### **V. Limitations:**

- A. Library needs and use of the study rooms takes priority over other reservations.
- B. Library staff may re-assign individuals or groups to another study room based on library activities and availability.
- C. Reservations may be cancelled due to library closure or building maintenance.

Approved by Library Board: December 13, 2023

Amended by Library Board: December 11, 2024