



## Study Room Guidelines

The purpose of the library's Study Rooms is to provide space for study and/or collaborative work. The following guidelines apply to all Study Rooms; rooms A-F in the northeast area, G-J along the east wall, and rooms 1-6 in the southeast corner of the library.

1. Study Rooms are available free of charge and are open during library hours. **They are available on a first-come, first-served basis.** (*Study Rooms may be booked for CPL events or partners, please refer to schedules posted on doors for availability.*)

2. **Maximum number of persons allowed:**

<u>Northeast Study Rooms</u>	<u>East Wall Study Rooms</u>	<u>Southeast Study Rooms</u>
Room A – 10	Room G – 4	Room 1 – 2
Room B – 8	Room H – 4	Room 2 – 2
Room C – 8	Room I – 4	Room 3 – 2
Room D – 4	Room J – 4	Room 4 – 2
Room E – 4		Room 5 – 2
Room F – 4		Room 6 – 2
		Room 7 – 2

3. **Group Study Rooms A-J are intended for multiple users**, single users will be asked to move if alone in a room for longer than 15 minutes while groups (of two or more) are waiting. **Single users will be asked to vacate in alphabetic order, beginning with Room A.**
4. 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.
5. 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).
6. **Group Study Rooms A-J are equipped with dry-erase boards.** Groups and individuals using these rooms must confine notations to the dry-erase boards. Writing on walls or glass is prohibited.
7. **Tables may not be repositioned; chairs may not be added, removed or substituted.**

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