

# **The Emmet O'Neal Library**

## **Group Study Rooms Use Policy**

In order to protect and provide equal access to the Group Study Rooms, users are required to abide by the following guidelines.

### **Register at the Reference Adult Service Desk**

Each person from the group must sign up at the Reference Desk or Adult Services Desk to use the room. If available please present either a Jefferson County Library card or driver's license. These individuals will be responsible for the room's condition during its use (see below). The capacity of each room is four (4) people. when the room is vacated, you must sign out at the Reference Desk or Adult Services Desk.

### **Purposes of these rooms**

The Group Study Rooms are intended to be used by groups for study, discussion, tutoring sessions and other similar activities. The rooms will NOT be used for prolonged and unnecessary socializing, loud and/or disruptive behavior, or any other activities not conducive to the general mission of the Library. Individuals may use the rooms only when groups are not using them. A group is defined as two or more people. groups of three (3) or more take precedence over smaller groups. All users in a group must be aged Junior High and up.

### **Responsibility for condition of the room**

Each person who signs up for the room will be held financially responsible for any damage done to the room and its furnishings by anyone during the time period registered. Therefore, self-policing your group during the use of the room is in the best interest of all involved! The responsible parties will inspect the room prior to use and report any damage or vandalism of the room to staff at the Reference Desk or Adult Services Desk. The room will be left in clean condition. No eating, smoking or drinking allowed in the Study Rooms.

### **Time Limit**

There is a one hour time limit for each group when others are waiting (this time limit applies to all people in the group). Individuals will need to vacate the room whenever a group signs up to use the room. Once a group or individual signs up for the room one person from the group must occupy the room continuously. Do not leave belongings unattended in the room.

### **Reservations**

Advance registration is available upon request. Reservations will not be accepted between 3:00 and 5:00 p.m. on weekdays. These users may reserve the rooms for a maximum of one hour up to thirty (30) days in advance. To all others the rooms are available on a first come, first served basis.