

## Lincoln Parish Library Study Room Use

Lincoln Parish Library makes five study rooms available for public use. Four are located off the Adult Reading area in the library, and one is located in the Children's area. Two rooms seat six people, while the other three, including the children's room, seat four people. Each is equipped with a table, chairs and a dry-erase board. Each has wireless Internet capability. Study rooms are available every day that the library is open unless a library function is taking place in one or all of the rooms. To facilitate fair use to the public and ease of management for the staff, the following guidelines have been put into place.

- Study rooms may be used by an individual or a group that falls within the designated capacity for each room.
- The guaranteed use period is for two hours per day.
- Rooms may be booked only for the present day of business. Rooms must be booked in person by the person who will be using the room at the time of use. No reservations will be made.
- To sign up for a room, an individual (singularly or as a representative of a group) presents his/her library card at the information desk. Patrons must be in good standing to use a room. Visitors must present a valid identification card as proof of non-Lincoln Parish residence. The visitor then leaves his/her ID at the information desk to be held during the use period.
- The group representative must be 18 years or older. This person must remain in the room with any group members under the age of 18 at all times.
- At checkout the group representative receives a key to his/her designated room and a wipe-off marker set that includes an eraser.
- Groups using the rooms may not exceed above stated capacity by more than two individuals. Chairs pulled from the library reading area for use in a study room must be returned to their original position upon vacating the room.
- If a group vacates the room for longer than ten minutes, all personal property must be removed from the room and the key and marker set must be returned to the information desk. The library is not responsible for any property left unattended in a study room.
- Regarding two hour time limits: If no one is waiting to use a room, the party already using the room may continue to use the room unhindered, until someone asks for it. Once someone asks for a room and one or more rooms have been in use for longer than two hours, the group that has occupied a room the longest will be the first asked to vacate their room.
- No group may monopolize use of the rooms. Once a group has vacated a study room, no one from that group may apply for use of the same room or another room during that day.
- Regarding end of Library business hours: No room will be checked out for new use within an hour (60 minutes) of closing (7:00pm, Monday-Thursday; 5:00, Friday and Saturday; 4:00, Sunday). All rooms must be vacated 30 minutes

before the Library closes (7:30pm, Monday-Thursday; 5:30, Friday and Saturday; 4:30, Sunday) to allow staff to perform closing procedures. All Library users should be out of the building at the closing announcement.

- The person who checks out the key and marker set is responsible for its return. He/she is also responsible for any fines, fees, or damages to the room and/or its furniture and fixtures.
- Keys and marker sets are due at the information desk at the end of that person's block of time. IDs will be returned to visitors upon return of the key and marker set.
- Fines are accrued on the individual's library card if the key and marker set are not returned to the Information Desk at the end of the assigned usage period.
- Fines for not returning the key and complete marker set at the end of the assigned time period is one dollar per hour, not to exceed \$5 per day.
- If a key and marker set is not returned or is lost, a fee of \$15 is applied to the library card.
- The study room located in the children's area contains child-sized furniture and is therefore only available for use by patrons with the intent on working with a child or children.
- Groups and individuals using a study room must abide by the library's Code of Conduct.
- No food, drink, or disruptive cell phone use is allowed in the library.
- Solicitation, business transactions, or paid services are not allowed on library property.
- Library staff has the right to enforce all Library policies and may at any time ask a group or individual to vacate a room due to improper conduct or for not adhering to study room use guidelines.
- Not all enforceable Library policies are listed or mentioned on this policy. Refusal to abide by the Library Study Room Use Policy or to follow staff instructions regarding its adherence can lead to individuals or groups being banned from future use.
- Additionally, there are three conference rooms that are available as overflow study rooms when not used as reserved meeting space. The Hico Room seats 4-6 people; the Sibley Room seats 10-12; and the Vienna Room seats 14-16. Used as study rooms, these rooms follow the same policy as above. Individuals or groups may not request the use of these rooms until all other study rooms are in use and there is not a scheduled use of the requested room within two hours. Users must be willing to clear the room at least 10 minutes before the scheduled meeting time.
- To reserve one of these rooms, users must follow the Library Meeting Room Policy. Forms for reservations are available at the Information Desk. The Administrative Assistant is responsible for reservations in the same manner as the Meeting Room Policy dictates.

*Adopted by the Lincoln Parish Library Board of Control January 16, 2019.*