

# STUDY ROOMS

The Nevada Public Library provides four study rooms for public use free of charge. These study rooms are available for groups or individuals. Two study rooms can accommodate four people and two of the rooms can accommodate six people.

## Who

- Individuals must be age 11/5th grade or older to sign up for the study rooms.
- Commercial and for profit organizations may use the rooms; direct selling or soliciting is not allowed.
- A library card is required to check out a study room. If an individual does not have a card, they must fill out a visitor form and show a photo ID

## Reservations

- One of the 4 person rooms will be available on a first come first serve basis. The rest may be reserved in advance.
- Rooms may be reserved up to two weeks in advance.
- Rooms may be reserved for up to two hours per day.
- Rooms will be held no longer than 15 minutes past the time reserved.

## Conduct and Responsibility

- All library policies will be in effect in the study rooms including the Conduct Policy.
- No food is allowed in the study rooms.
- Liquids (nonalcoholic only) must be in containers with lids.
- Rooms are to be left in the same condition as they were found.
- No materials may be pinned, taped, or otherwise affixed to the wall, tables, doors, floors, furniture, or windows.
- The individual checking out the room is responsible for reimbursement of any costs incurred if the room is damaged, if repairs are made due to use, or if the key is lost.
- Possessions left in the study room will be considered lost and will be placed in the lost and found.
- There is no guarantee of quiet.
- Staff has discretionary authority to remove users from study rooms should behavior be inconsistent with the room's purpose and /or is disruptive to others.
- Study rooms will be locked when not in use.
- Responsible individuals that are under 18 years of age will list all individuals who will be in the study room and let the staff know of any changes.

## Hours Available

- Study rooms are available during regular library open hours.
- Study rooms will be vacated no later than 15 minutes before the library closes.

## Amenities

- Tables and chairs are provided in the study rooms.
- Electrical outlets and Wi-Fi are available in each study room.

Library staff have discretion and are the final arbiters in the use of the study rooms.

REVIEWED/APPROVED BY LIBRARY BOARD OF UNE 2019