

## Kaukauna Public Library Study Room Policy

The Kaukauna Public Library has four study rooms that are available for individual and group use. To ensure equitable use of study rooms, the following rules apply:

- Study Rooms may be used for up to four (4) hours per day.
- Individuals or groups may use the Study Rooms once (1) per day.
- Reservations for the room may be made up to seven (7) days in advance; limited to one (1) booking a week.
- The Library will hold a Study Room reservation for fifteen (15) minutes; after fifteen (15) minutes have elapsed, the reservation will be canceled and the Study Room will be available for walk-in use unless the library is notified of a late arrival.
- Users of study rooms are expected to use the study room during booked times and remain in the study room during indicated time of use. If an individual leaves a study room they booked unoccupied for more than 15 minutes, the library reserves the right to offer the study room to another individual upon request. Any property left behind will remain at the circulation desk until the user returns.
- Individuals or groups using Study Rooms must follow the Library Appropriate Use Policy.
- Students under the age of 15 may only use study rooms independently. Students under the age of 15 using a study room with a group need to have a parent present in the library.
- When Study Rooms are not reserved, they are available on a first come, first serve basis.
- Priority is given to reservations, so users must vacate a Study Room promptly for the start of a reservation.
- Users must check in and out with Library Staff for room use.
- Users are responsible for their own personal property at all times while using the Study Rooms. The Library recommends that items not be left unattended. The Library is not liable for loss or damage of personal property.
- Study Room users must clean up after themselves and leave the room in good condition.
- Failure to comply with the Study Room Policy may result in a temporary or permanent loss of access to the Study Rooms.
- Library Administration reserves the right to use Study Rooms as necessary.