

Sanger Public Library

Study Room Policy

The Sanger Public Library provides a study room to support quiet study, collaborative work, and academic or professional research. Use of the study room is a privilege offered in support of the library's mission to foster learning and community engagement.

Eligibility & Access

- The study room is available on a first-come, first-served basis or by reservation, depending on availability.
- A valid library card or photo ID is required to reserve the room.
- The room is intended for individual use or small groups of 2–4 people.

Reservations

- The room may be reserved up to 7 days in advance.
- Each individual or group may reserve the room for up to 3 hours per day.
- Reservations are held for 15 minutes; after that time, the room may be made available to others.
- Walk-in use is allowed when the room is not reserved.

Use Guidelines

- Users must vacate the room on time and leave it clean and in good condition.
- Covered beverages and snack foods are permitted. Patrons are responsible for disposing of all trash and maintaining a clean area.
- Messy foods, meals, or foods with strong odors are not permitted.
- The room is not soundproof—please keep noise to a minimum.
- Furniture may not be moved in or out of the room.

Prohibited Uses

- The study room may not be used for commercial activities, or private business transactions.
- Solicitation, campaigning, or sales activities are not allowed.

Conduct

- All library policies, including the Library Behavior Policy, apply to the use of the study room.
- Library staff reserve the right to cancel a reservation or deny access due to disruptive behavior or policy violations.
- Failure to follow the policy may result in the suspension of study room privileges.

Additional Usage Terms

- Individuals or small groups engaging in non-profit activities that align with library policies may use the room during normal operating hours by making arrangements with library staff.
- Library- and City-sponsored events take priority; all other users are accommodated on a first-come, first-served basis.
- The individual who reserves the room is responsible for the condition of the room and its contents.

Liability Disclaimer

Permission to use the study room does not imply endorsement by the Sanger Public Library, the Library Board, or the City of Sanger. The library is not responsible for loss or damage to personal property or exhibits left in the room. Neither the Library Board nor the City of Sanger is liable for accidents or injuries incurred during use of the study room.