Sanger Public Library
Study Spaces Policy

Purpose:

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

1. **Eligibility & Access**

    1.1 Study spaces are available on a first-come, first-served basis or by reservation, depending on availability.

    1.2 A valid library card or photo ID is required to reserve a space.

    1.3 Spaces are intended for individual or small group use, up to the maximum posted occupancy limit.

2. **Reservations**

    2.1 Spaces may be reserved up to 7 days in advance.

    2.2 Reservations are held 15 minutes past the start time; after that, the space may be released for other users.

    2.3 Walk-in use is permitted when the space is not actively reserved.

3. **Use Guidelines**

    3.1 Each individual or group may use a study space for up to two (2) hours a day with a weekly limit of no more than four (4) hours a week total.

    3.2 The individual who reserves or uses the space is held responsible for the condition of the space and its contents.

    3.2 Covered beverages and light snack foods are permitted. Users are responsible for disposing of all trash and maintaining a clean area.

    3.3 Messy foods, full meals, or foods with strong odors are prohibited.

    3.4 Users must vacate the space on time and leave it in good condition.

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3.5 Study spaces are sound dampened but not fully soundproof. Please keep noise to a respectful level.

3.5 Furniture, fixtures, equipment and enclosed components may not be moved, altered or modified.

4. **Prohibited Uses**

4.1 Solicitation or campaigning for commercial or fundraising purposes is strictly prohibited on library premises.

4.2 No monetary transactions, including but not limited to buying, selling, or exchanging goods or services, are permitted on library premises.

5. **Conduct**

5.1 All library policies, including the Library Behavior Policy, apply to the use of all study spaces.

5.2 Library staff reserve the right to cancel a reservation or deny access due to disruptive behavior or policy violations.

5.3 Failure to abide by the Library's Study Space Policies and rules may result in loss of study space privileges.

6. **Additional Usage Terms**

6.1 Library and City sponsored programs take priority over general reservations.

7. **Liability Disclaimer**

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

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