

Study Room Policy

Smith Public Library

Approved by the Library Board, August 22, 2022

Reservations

Study rooms are available for reservations same-day during the library's operating hours. Reservations are made via the library online reservation system and require a library card in good standing. Study rooms are for ages 17 and up; adults with children under age 17 are not allowed. A library card or photo I.D. is required to use the study rooms. Patrons must use their own library card in order to reserve a room.

Guidelines for Use

- Any individual or group is limited to one (1) room for two (2) consecutive hours per day.
- The reservation will be held for ten minutes past the reservation time before the reservation is forfeited.
- A study room may be considered abandoned if it is left unattended for more than fifteen (15) minutes. Unattended belongings will be removed and placed in the library's lost and found.
- The library cardholder that reserved the room must check in and out at the Help Desk.
- Food is not permitted in the study rooms. Beverages in covered containers are allowed.
- Materials may not be tacked or posted on the study room walls or windows.
- Furniture may not be moved in or out of the rooms. Study rooms have four chairs and two tables.
- Study rooms are not soundproof; noise levels should not disturb other patrons or staff.
- The library assumes no responsibility for unattended personal belongings.
- Study Rooms must be vacated fifteen minutes before the library closes.

Study rooms will be monitored; library staff has the authority to expel individuals violating the Patron Behavior Policy. Misuse of study rooms and rules governing use or damage to study rooms may result in loss of library privileges.

Groups are fully responsible for the cost of any and all damages based upon actual repair or replacement costs.

Study Rooms May Not Be Used

- For purposes prohibited by city ordinance, by state or federal law, or by any other Library Rules and Regulations.
- For commercial use of any kind. Direct and indirect solicitation of goods or services and collection of fees for any purpose, including fundraising, goods, services, or admission is prohibited. This includes tutors who are receiving payment for their services.