Dougherty County Public Library

Study Rooms Policy

I. Definition and Description of Rooms Available

Dougherty County Public Library has **study rooms** available for public use. All rooms have access to the library’s free wireless Internet access. A Large dry eraser white board is available in each study room at the Central Library. Dry eraser markers can be purchased at the reference desk.

**Central Library**
- Study Room (2.A) seats up to four (4) people; on 2nd Floor
- Study Room (2.B) seats up to four (6) people; on 2nd Floor
- Study Room (2.C) seats up to four (4) people; on 2nd Floor
- Study Room (4.A) seats up to four (4) people; on 4th Floor
- Study Room (4.B) seats up to four (4) people; on 4th Floor
- Study Room (4.C) seats up to four (4) people; on 4th Floor

**Northwest Library**
- Study Room (A) seats up to four (4) people
- Study Room (B) seats up to four (4) people

**Tallulah Massey Library**
- Study Room seats up to (6) people

**Westtown Library**
- Study Room (A) seats up to (4) people
- Study Room (B) seats up to (10) people

II. Purpose of Policy

The Dougherty County Public Library provides space for study and small discussions in rooms that seat ten (10) people or fewer people. To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Dougherty County Public Library Board of Trustees has established following rules governing the use of the library’s study rooms. Policy and rules governing the use of study rooms may be adjusted to support the demand for study rooms.

III. Study Room Use: Policy, Guidelines, and Restrictions

- Patrons may reserve a room before use to ensure availability. Patrons using study rooms already booked will be asked to forfeit the room to patrons with reservations.
Patrons with a valid PINES library card or a Driver’s License of ID may reserve a study room by phone or in person at the Reference Desk 420-3210. Patrons must use their own library card to make a reservation. Advance or walk-in reservations are also acceptable. Reservations can be made for up to three hours.

Reservations can be made for up to one month in advance. Up to 5 reservations can be made at once. Study rooms 4A and 4B are in the teen area and, between the hours of 2pm and 8 pm, we will give preference to teens.

To ensure room availability for others, reservations cannot be renewed until 30 minutes after the first reservation ends. A one hour renewal is allowed.

Any extension beyond four (4) hours in a day will be made after the four (4) hours have expired, and it will be based on the availability of at least two (2) study rooms. Otherwise, users may continue to use study room without reservation but will be ask to forfeit the room if another patron must use a study room.

A reserved Study Room will be held 15 minutes beyond the reservation time, after which the room will be offered to others requesting a room unless staff is notified in advance.

Study room designation is determined by library staff

Individuals who reserve a multiple-table study room may be required to share the room with other users.

Use of library study rooms as a business venue, or as a place to hold office hours, is prohibited.

Individuals using study rooms must comply with all library policies and shall, upon request, immediately cease actions deemed in violation of these policies.

The library phone number shall not be a contact number to reach library users.

A Person must be at least 14 years of age to occupy a study room. Patrons younger than 14 must have an adult 18 years of age or older present in the study room at all times during use. Teens under 14 may use tables in the Young Adult area.

Groups or individuals who are too loud and cause disturbance to others will be asked to speak quietly or offered the use of a study room if one is available.

Other quiet areas exist in the library and patrons are encouraged to use those areas for individual study purposes when multiple table rooms are the only rooms available.

Study room users shall keep the noise level to a minimum and shall not disrupt other users of the library. If the noise level disrupts other users of the library, the individuals causing the excessive noise shall be required to leave the study room and/or library.

Use by two or more people constitutes a use that day for each person present.

Users may not leave their possessions in a study room during their reservation time to get lunch, run an errand, or for any other reason.
Upon notification, the library will make exceptions to accommodate the need for time to find library materials to bring into the study room. However, the library is not responsible for the security of private materials or equipment left in study rooms.

Patrons who leave the room for over 15 minutes will forfeit their reservation. Reserved and unoccupied study rooms are available for others to reserve after a 15 minute observed vacancy.

Users are expected to leave promptly at the end of their reserved time so the room is available for use by other patrons with reservations.

Items left behind will be placed in the lost and found.

The library assumes no responsibility for personal items left in study rooms.

Only dry eraser markers should be used on white boards available in the study room.

The study rooms are intended for use by up to a number of people not to exceed each room’s seating capacity. Users should not relocate extra chairs to study rooms.

Any damage or malfunction should be reported immediately.

Responsibility for the room lies with the patron who reserves the room.

Failure to notify the library staff of a cancellation prohibits staff from accepting other reservations on the room. Repeated failures to notify may cause suspension or loss of study room privileges.

If the room is vacated prior to the end of a reservation, the time will be made available to other users.

In accordance with the Dougherty County Public Library policies, food and drink are not permitted in study rooms.

Patrons who use the study rooms are expected to leave the rooms in its original order; free of trash.

Because of the small size of the study rooms, gatherings shall not be open to the public.

Sale or promotion of products or services except in conjunction with a library program is prohibited. Any items sold in the Dougherty County Public Library System must benefit the library and be library related.

Failure to abide by the policies and rules established for study rooms will result in suspension or termination of an individual’s study room privileges.

Concerns about these policies should be addressed to the Library Director or to the Library Board of Trustees at a regularly scheduled meeting of the Board of Trustees.

IV. Charges and Fees

Use of library study rooms is free of charge provided users follow the policy.

If the room is not restored to its original order and it would require extra custodial cleaning, the library will bill the user a charge of $30 to cover the cost of that labor.
If the room is damaged beyond normal wear and tear, (spills on carpet, writing on wall, damaged furniture, etc.) the library will bill the user for repair or replacement costs.

The library is the sole determinant of whether damaged furnishings, walls, floors or equipment can be repaired and will make all arrangements for repairs.

For any of the financial obligations in Section IV, the user will not be permitted to reserve study room space again until these charges have been paid.

Approved by Dougherty County Public Library Board of Trustees on _____________________

Date