



## **Study Room Policy for the Dr. Mark and Tonya Spivey Public Library**

*Approved by Vidalia-Toombs County Library Board February 20, 2023.*

There are four private study rooms available free of charge for public use in the Dr. Mark and Tonya Spivey Library. A table and up to four chairs are provided in each of the rooms. All rooms are equipped with electric outlets for using laptops or other electronic devices. Free wireless Internet is also available.

The Library offers the use of study rooms by non-profit or not-for-profit organizations and government or public education agencies for activities of a civic, cultural, or educational nature that are consistent with the Library's mission. Meeting rooms are not available for purely social purposes, or for the benefit of private individuals or commercial concerns.

The following rules are intended to ensure that these rooms are available to all members of our community and that they are used for their intended purposes.

- In order to use a study room, patrons must first check-in at the Library Service Desk.
- Study rooms are available on a first-come, first-served basis. However, patrons may reserve a room up to 24 hours in advance.
- The maximum capacity for each room should not be exceeded.
- Study rooms are available during Library hours up until fifteen minutes before closing.
- Library staff are not responsible for any items left unattended in the study rooms.
- Please keep your belongings with you at all times.
- Study Rooms must be cleaned and returned to their original state after each usage.
- The library reserves the right to revoke permission for the use of any meeting room.
- There are conference telecommunications technology for checkout. Patrons may inquire at the circulation desk.

There are 4 study rooms available for patron use:

- Study rooms 1, 2, and 4 can accommodate 2 patrons.
- Study room 3 can accommodate 4 patrons. There will be a TV for telecom purposes.
- Study room 4 is the designated test proctoring room and priority will be given to patrons who are in need of test proctoring. This room will house a Windows 11 computer.