

City of Monrovia
Department of Public Services
Library Division

STUDY ROOM POLICY

The purpose of the library study rooms is to provide a space for single users or small groups to study or meet in a quiet environment without disturbing others. These rooms are intended for library-appropriate uses only.

Three rooms are available on a free, **first-come, first-served basis** for patrons who have a **valid library card** and are in 6th grade or higher.

Sign-Ups are **same day only** at the Front Desk. No advance or telephone reservations.

- Individuals & Groups have a 2 hour maximum.
- Time may be extended if no one is waiting for the room.
- Only one session per day is allowed for individuals or by any member of a group using a study room.
- **All rooms must be vacated 15 minutes to closing.**

Study Rooms A & B allow a maximum of 4 people. Study Room C allows a maximum of 6 people.

A Librarian initially opens the door for use and gives the user a Study Room card which is to be returned to the Front Desk. Doors lock automatically upon leaving.

Patrons may not leave the room for longer than 15 minutes or go in and out excessively. If this happens, the room will be assigned to another patron. Unattended items left in the room for more than 15 minutes will be removed and put in *Lost & Found* at the Front Desk.

If a whiteboard is requested, the Library provides markers and erasers. Please erase the Whiteboard and leave the cabinet doors open upon exiting the room. Markers and erasers must be returned to the Front Desk along with the Study Room card.

The person signing up for the room assumes responsibility for all damages and for making sure the room is clear of personal belongings and trash at the end of use. **They are also responsible for returning the room card and whiteboard materials to the Front Desk.**

No food is allowed. Drinks must have screw caps or lids – no open cups or cans.

The rooms are not sound-proof. Library staff has the authority to expel groups using study rooms inappropriately. Study room users must observe the *Monrovia Public Library Rules of Conduct*.

The Library reserves the right to revise this policy at any time. If revised, a copy of the current policy will be available at the Library's Front Desk.