

Study Room Policy

The Ely Public Library provides two small study rooms for intense concentration, small group work or other tasks which may not be easily accomplished in other areas of the library.

Study Room A will be available for reservations that can be made via phone or in person no more than 2 weeks in advance. Patrons must give their full name and a contact phone number when reserving this study room. The master list of reservations will be kept at the library's circulation desk. Reservation information is considered "public" under the library's privacy policy. Individual patrons may only reserve one two-hour time slot per day and may have a maximum of three up-coming reservations on the master list at any time. Patrons with reservations must arrive no later than 15 minutes after the start of the reserved time. After 15 minutes, the reservation is forfeited. Study Room A will also be available on a first come / first use basis when not previously reserved.

Study Room B will only be available on a first come / first use basis.

The following guidelines apply to BOTH study rooms:

- All general rules of behavior apply in the study room.
- Capacity is limited to two people.
- Use by an individual or group will be limited to two hours per day when others are waiting.
- Study rooms will be kept locked when not in use. Patrons will need to ask staff to unlock the room for their use.
- Rooms are only available during the time that the library is open to the public. Patrons must be out of the study rooms five minutes prior to closing.
- No covering is to be placed over the window in the door.
- Beverages should be kept in a closed container.
- Children under the age of 13 must be accompanied by an adult when using a study room.
- Furniture is not to be moved in or out of a study room except by staff.
- Rooms are not completely sound-proof; patrons should be aware that sound can carry outside of the room.
- Patrons who use the study rooms are expected to leave the rooms in their original order, free of trash.
- Patrons may not leave their possessions in a study room while they get lunch, run an errand, or leave the building for any other reason; rooms are not meant to be used as storage lockers. Patrons who leave the room unattended for more than 15 minutes will forfeit their use. Items left behind will be placed in the library's lost and found.
- Neither the Ely Public Library or the City of Ely is responsible for unattended, lost, stolen or damaged personal items.
- Anyone who damages a study room, behaves inappropriately while using a study room, or uses a study room in a way that disturbs other library users may be asked to relinquish use of the room. Patrons will be held liable for damage to fixtures and furnishings. Repeated or severe misuse shall be cause for denial of future use.
- Any exceptions to the reservation guidelines must be approved by the library director on a case-by-case basis.

This policy was approved by the Library Board on 3/25/15.