

Hastings Public Library

Study Room Policy

Purpose

To provide a quiet area for individual or small group study and work sessions.

Study Room Use

1. The Study Rooms are available free of charge during library hours.
2. The Library's right to schedule these rooms for its own or the Literacy Council's use takes precedence.
3. Anyone wishing to reserve a Study Room must fill out an online reservation request from the Library's website. Patrons may telephone to check on room availability, but space is not held until the online reservation is requested. Space is not guaranteed until the reservation is approved.
4. A room may be reserved for up to three (3) months at a time on a recurring basis.
5. Study Rooms can be requested for up to eight (8) hours per day. Recurring requests of this length over more than two (2) consecutive days will not be accommodated to keep the space available to the public.
6. After one-half hour, if a Study Room has been reserved and the scheduled occupant does not arrive, the Library may reassign the Study Room to another user.
7. If a Study Room is not reserved, patrons may use a room on a walk-in basis; reservations are not required. Patrons should check in with Library Staff to confirm availability.

Rules and Responsibilities

1. Study Rooms should not be used for social activities.
2. Noise must be kept to a reasonable level and disruptive behavior is not allowed.
3. Limited cell phone/computer-based discussion use is permitted so long as volumes are kept low and do not disturb other patrons.
4. Room must be left in a clean and orderly condition.
5. Drinking beverages in a spill-proof container is permitted.
6. No food is allowed.
7. Users must adhere to all other published Library rules and policies. Anyone failing to abide by the policies governing the use of the Study Room may be denied future use of the room.