



## Study Room Reservation Policy

### 1. Statement of Purpose

The Ferguson Library offers study rooms as a service and resource for the community. The library makes such facilities available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.

### 2. Policy and Procedures

- a. Study rooms are available for use at the Main Library and Harry Bennett Branch. Study rooms can be reserved through the library website:

<https://www.fergusonlibrary.org/services/meeting-rooms>

#### i. Main Library

1. One individual booth and two study rooms for up to two people on the third floor.
2. Two group study rooms with capacity for up to six to ten people, one individual booth, and one larger pod for up to four people on the second floor.
3. The Rotary Room on the third floor is available when not previously reserved as a meeting room.

#### ii. Harry Bennett

1. Two individual booths on the lower level for brief phone calls only on a walk-in basis.
2. One group study room with capacity for two people in the Teen section, and one group study room with capacity for up to four people in the New Books section.

- b. Study rooms are available during regular library hours. They are open until closing time, at which point anyone remaining in the study room will be asked to leave.

- c. Programs and events conducted by the library itself or its partners are given priority in the scheduling of study rooms.
- d. Reservations
  - i. Study rooms are reservable up to one day in advance. Rooms may be reserved for a maximum of two hours. Only one reservation per person or group is allowed per calendar day
  - ii. Reservations cannot exceed the scheduled time.
  - iii. These reservations will remain in effect for the scheduled period for half an hour after the start time. If the person(s) reserving the room does not appear within half an hour of their scheduled start time, their reservation will be considered forfeit, and their study room will be open for walk-ins.
- e. Walk-Ins
  - i. If a room is not reserved, it will be considered available for use for anyone in the library until the next reservation or program.
  - ii. Users must first ask the staff on duty if a room is available, and then a reservation may be made.
- f. Rules and Conditions
  - i. Anyone may use study rooms for whatever purpose they see fit, as long as they abide by all library policies and regulations.
    - 1. If someone violates library policy while in a study room, their study room privileges may be considered forfeit for the day or longer. For the library policy, please refer to the library's [Code of Conduct](#).
- g. Unattended Belongings
  - i. Should anyone using the room need to physically leave during their reserved time and return later, they should inform the staff on duty. The library does not assume responsibility for any items left in the study room.
- h. Whiteboard Materials
  - i. Whiteboard materials including markers and erasers are available upon request on a first come, first served basis.
- i. Cleanliness and Etiquette
  - i. Food is permitted as long as it is in a container.
  - ii. Drinks are permitted as long as they are bottled, or in a cup with a lid.
  - iii. The room must be left in the same condition it was in at the start of the session.

- iv. Be mindful of others using the library. Keep noise levels at a reasonable volume and avoid actions that could disrupt other people using the library space.
- v. Improper use of the room may lead to permanent ban from reservations.

8/27/24 - Committee