

POLICY

Category: Access & Facilities
Number: E.09

Title: **Study Rooms Policy**

Effective Date: December 9, 2013

Authorized By: Library Board of Trustees

Last Revision or Review: January 7, 2012; September 10, 2011; February 3, 2003

The Cudahy Family Library provides space for small group discussion, for use of library equipment, and for quiet study in three rooms: the *Cudahy Alumni Study Room*, the *Buresh Study Room* and the *Kapella Study Room*. Examples of acceptable use for these study rooms include but are not limited to counseling and tutoring sessions, test taking, small committee meetings, discussion groups, and outreach activities for local organizations. The Library's Study rooms may not be used to distribute or to sell goods or services of any kind.

The *Cudahy Alumni Study Room* and *Buresh Study Room* are furnished with word processing workstations and are available for use by one or two individuals. The workstation in the *Cudahy Alumni Study Room* is equipped with software and accessories for individuals with special needs. There is also a microfilm/microfiche reader in the room and a screen magnification machine in the *Buresh Study Room*.

The *Kapella Study Room* is available for use by one to six individuals. The *Kapella Study Room* is also available for use by patrons using the Library's opaque, overhead, slide and LCD projectors. All three rooms have access to the Library's free wireless Internet access for patrons with personal computer equipment or other mobile devices.

The Reference Desk Staff may make exceptions to the Study Room Policy's *Principles of Use* in cases of special circumstances or needs.

Principles of Use

1. All patrons requesting to use a study room, singly or as part of a group, must sign in at the Reference Desk and must present a valid Milwaukee County Federated Library System (MCFLS) card or another form of current identification. The Study Room will be opened by the Reference Staff.
2. A patron or group may book a study room for up to two hours per day. If no other patron or group has requested the use of the room, the Reference Staff may extend the time beyond the two-hour limit, terminating the use when the room is requested by another patron. Use by two or more patrons

constitutes a use that day for each person present.

3. Study rooms may be reserved through the Reference Desk in person, by telephone, or by electronic mail. Reservations will be held for 10 minutes, then the room will become available for other patrons. “No-show” reservations may result in the loss of study room privileges.
4. A waiting list for study room use will be kept when all the study rooms are occupied. Single users of a study room may be asked to relinquish their room if it is needed for a group.
5. Priority will be given to individuals or groups needing to use the Library’s equipment housed in the study rooms. Individuals with personal electronic devices may be asked to use the study room at a later time or to share the study room space.
6. If the study rooms are left vacant during a patron’s or group’s use, the Reference Staff may reassign the use of the room to another patron or group.
7. Internet access on the word processing workstations in the Cudahy Alumni Study Room and the Buresh Study Room may be enabled at the discretion of the Reference Staff for individuals with dependents or special needs.
8. Patrons using the study rooms must comply with all the rules of behavior as set forth in the *Library Code of Conduct* (E.01). Persons found smoking, littering, engaging in disruptive conversation or conduct, defacing library property, or acting inappropriately while using a study room will be requested to leave the room and the Library immediately. The Library may deny an individual or groups future use of the study rooms based on past incident reports.
9. Patrons using the study rooms must comply with all the rules in the *Children in the Library Policy* (E.03) and not leave young children unattended in different areas of the Library while in a study room.
10. Each user is responsible for leaving the room in an orderly and clean condition. When leaving a study room, the user should close the door and notify the Reference Staff that they are finished with the room.
11. If vandalism occurs to a study room or library equipment, the user will be responsible for cleaning the room and/or for paying for the damage. If the user refuses to do either, the cost of repairing or cleaning will be added to the user’s library card account. If the user does not have a library card, a bill for the repairing or cleaning will be sent to the user’s residence.
12. The Library is not responsible for any damage or theft of any personal items left in the study rooms.
13. The Library reserves the right to schedule the study rooms for library use as needed. Every effort will be made to notify the public and the affected groups one to two weeks in advance whenever such circumstances arise.