

POLICY

Category: Access & Facilities

Number: E.5

Title: **Study Rooms Policy**

Effective Date: February 3, 2003

Authorized By: Library Board of Trustees

The Cudahy Family Library offers three study rooms: the *Cudahy Alumni Study Room*, the *Buresh Study Room* and the *Kapella Study Room*. Use of the rooms is for private study and for groups of individuals who must converse with one another while using the Library. Examples of acceptable use for these study rooms include but are not limited to counseling and tutoring sessions, committee meetings, and student and discussion groups. 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 on a first-come, first-served basis. The *Kapella Study Room* is available for use by two to six individuals and can be reserved one month in advance. The *Kapella Study Room* is also available for use by patrons using the Library's opaque, overhead, slide and LCD projectors.

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 Reference Staff and the patron's identification will be kept at the Reference Desk during the patron's use of the room.
2. A patron or group may book a study room for up to two hours at a time. If no other patron or group has requested the use of the room, the current user may extend their time beyond the two-hour limit until the room is requested by another patron.

3. The *Kapella Study Room* is reserved through the Reference Desk in person, by telephone, or by electronic mail up to one month in advance, for a total of four bookings per month. Reservations for the *Kapella Study Room* will be held for 15 minutes, then the room will become available for other patrons. “No-shows” will be applied toward the total bookings for the month.
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. Study room occupancy capacities must be observed.
6. If the study rooms are left vacant during a patron’s use, the Reference Staff may reassign the use of the room to another patron or group.
7. Patrons must check with the Reference Staff before taking reference materials into the study rooms.
8. Personal laptop computers may be used in the *Kapella Study Room*.
9. Patrons using the Study Rooms must comply with all the rules of behavior as set forth in the Library’s Code of Conduct. Persons found eating or drinking, 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.
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. The room will then be inspected before the user’s identification is returned. A user’s identification will not be returned until the study room is left as it was found.
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.