

# **Lakewood Public Library**

## **Study Room Policy**

### **Policy Statement**

It is the policy of Lakewood Public Library to support small groups of six or fewer adults engaged in inquiry, homework, study, and tutoring by providing access to study rooms during regular library hours, as availability permits.

### **Comment:**

1. All individuals using a study room must be fifteen years of age or older, possess a valid Lakewood Public Library card, and register at the reference desk.
2. Study rooms are available for small groups to work at no cost. No instruction or tutoring fees may be charged to members of the study group.
3. Study rooms may only be scheduled on the day of use.
4. Reservations are limited to a single two hour time slot on any given day, regardless of how long an individual member of a group spent in the room.
5. Study rooms must be vacated fifteen minutes prior to closing.
6. Study rooms may not be used for business solicitation, commercial transactions, entrepreneurial purposes, personal or group counseling, provision of social services, or therapeutic processes.
7. Neither food nor drink is permitted in the study rooms.
8. Cell phone calls and ringtones are not permitted in the study rooms. Please remember to silence your phone before entering the Library.
9. Individuals may not request a specific study room. The assigning of rooms will be decided at the discretion of the Library staff.

### **Alternatives:**

1. At the Main Library, individuals looking to tutor children and children seeking a study room may inquire at the Children's and Youth Services desk about using the Homework Help room. Availability is limited during certain hours.

Policy adopted by the Board of Trustees: March 13, 2008

Revised: September 11, 2008

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