

Verona Public Library
Study Room Use Policy

I. Introduction

The Verona Public Library, in accordance with its mission, offers space for small discussion and study. To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Verona Public Library Board of Trustees sets forth the following rules governing the use of the library study rooms.

II. Definition and Description of Rooms Available

The library has five (5) study rooms of varying sizes that seat eight (8) people or fewer. Groups of more than eight (8) must reserve a meeting room and comply with the Meeting Room Use Policy. All rooms have access to the library's free wireless Internet.

- (A) Study Room 1 seats up to four (4) people.
- (B) Study Room 2 seats up to four (4) people.
- (C) Study Room 3 seats up to eight (8) people. It has a white board and projector.
- (D) Study Room 4 seats up to eight (8) people.
- (E) Local History Room seats up to four (4) people.
- (F) Conference Room, when eight (8) or fewer people are in attendance, can be used as additional study room space. It has a white board and projector.

III. Reservation of Rooms and Hours Available

- (A) Study rooms require a reservation before use. Walk-in reservations may be available.
- (B) Reservations may be made up to two (2) months in advance in person, online, or over the telephone.
- (C) Responsibility for the room lies with the patron who reserves the room. Registering to use a study room confirms that the Responsible Party has read, understands, and accepts the Study Room Use Policy and also agrees to pay the library all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.
- (D) A person must be at least 14 years old to reserve a study room.
- (E) Study rooms are available during the library's regularly scheduled hours of operation. All groups must be out of the rooms fifteen (15) minutes prior to closing time.
- (F) If the patron does not arrive within fifteen (15) minutes of the scheduled time, the reservation may be canceled and the room made available for other patrons.
- (G) Patrons are expected to vacate the room at the end of their reservation.
- (H) Reservations may be made for up to four (4) hours per day. Reservation extensions may be requested at the end of the reservation time.
- (I) If the room is vacated prior to the reservation's end time, the room may be made available for other users.
- (J) In the event of severe weather, the library retains the right to cancel or limit the time a patron has reserved for study room use. If possible, the library will attempt to contact the Responsible Party in advance of severe weather cancellations.

IV. Rules of Use

- (A) The study rooms are intended for the purposes of quiet study and discussion.
- (B) Furniture may not be brought into or removed from a study room without approval from library staff.
- (C) Food and drink are permitted in accordance with the Verona Public Library Public Behavior Policy.

- (D) Patrons who use the study rooms are expected to leave the rooms in their original order.
- (E) The library will not provide storage for patrons using the study rooms.
 - 1. The library is not responsible or liable for lost, stolen, or damaged personal materials or equipment left in study rooms. Items left behind may be placed in the lost and found.
 - 2. Patrons who leave the room unattended for more than 30 minutes will forfeit their reservation. Patrons who need to leave the library during their reserved time can reschedule a reservation.
- (F) Use of study rooms as a place to conduct regular business or as a place to hold office hours is prohibited.
- (G) Individuals using study rooms must comply with all library policies. Failure to do so will result in suspension or termination of an individual's study room privileges.
- (H) In order to occupy a study room individually, individuals must be at least 14 years old.

V. Charges and Fees

- (A) Use of library study rooms is free of charge.
- (B) If the room is damaged beyond normal wear and tear, or if library equipment is missing after a room has been used, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.
- (C) Groups or organizations using meeting rooms must comply with all library policies. Failure to do so will result in suspension or termination of an individual's meeting room privileges.

This policy replaces any previous policy regarding the library study rooms.

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