



# Upper Dublin Public Library Study Room Use Policy

Upper Dublin Public Library is pleased to offer study rooms on the 2<sup>nd</sup> floor for visitor use. These rooms enable individuals and small groups of up to six people to meet for educational or informational purposes. All study rooms are equipped with tables and chairs and have access to high-speed Internet. Select rooms also have built-in monitors that can be connected to personal devices. Study room users will be expected to review and agree to the terms of this policy for use.

- Upper Dublin Library cardholders may reserve a study room online up to 60 days in advance. Cardholders are permitted up to two reservations/week and eight reservations/month. Rolling whiteboards, markers and erasers as well as HDMI cables, remote and instructions for monitor use (where available) may also be reserved.
- For library visitors without a UDPL card and those without reservations, study rooms may be reserved by a staff member on a first come, first served basis.
- Study rooms are available during the library's regular business day, beginning fifteen minutes after opening through half an hour prior to closing. They may be reserved for up to a maximum of two hours at a time. Time may be extended in one-hour increments if the room has not been reserved.
- Those with reservations must check in at the 2<sup>nd</sup> floor Main Desk before beginning to use the study room.
- Reservations are forfeited if the registered person is 15 minutes late.
- Study room lights must remain on during use. Additional furniture may not be moved into study rooms. Study rooms are not soundproof.
- Children under the age of 12 must be accompanied by an adult.
- Study rooms shall be left in the same condition as they were found. Courtesy to subsequent users is expected and appreciated.
- The name, address, telephone number, or physical space of the Library may not be used as the official headquarters for any business, organization, religious group or political office.
- Special accommodations may be granted by a department supervisor or the Library Director.

Those using study rooms must comply with all rules of behavior as set forth in the Library Use Policy. Persons found littering, engaging in loud, disruptive conversation or conduct, defacing library property, or otherwise acting inappropriately and/or irresponsibly while using a study room will be required to leave the room and the library immediately, and may forfeit future use of the study rooms.

Approved: Upper Dublin Public Library Board 4/14/21