

<b>Use of Study Rooms</b>	<b>Approved by:</b> <b>Board of Trustees</b>	<b>Date:</b>	<b>7/18/2017</b>
	<b>Revised Date:</b>		

**Study rooms** are for individual or small group classroom study, tutoring or work preparation and not a substitute for commercial or private office space. A PINES library card in good standing or government issued identification must be presented to check out a study room. Children under the age of 11 are not permitted use of study rooms without an accompanying adult.

**Study rooms** may be requested on the day they are needed and are available on a first come, first serve basis. Requests should be made during library hours. A two hour time limit may be imposed upon study room use if other library users are waiting for access. An unoccupied study room may be considered abandoned and made available to other users.

**Study rooms** are available during library operating hours and must be vacated when the library closes. Attendees must be out of the building promptly at the time of closing. Library staff may issue reminders to facilitate this.

Study rooms are not soundproof; discussions should take place at quiet conversational levels. For their own protection users should limit conversation of a private or confidential nature as privacy cannot be guaranteed. Laptops, personal computers, cell phones and other electronic devices may be used in the study rooms, provided the volume controls on such devices are adjusted so as not to disturb others in the library. Individuals or groups who are noisy, unruly, or otherwise not following the library's Public Conduct policy will be asked to leave.

Those using library study rooms are prohibited from making written or printed statements that suggest the library's sponsorship or endorsement. Users of library study rooms may not at any time use the name, address nor telephone number of the Hall County Library System as the official address or headquarters for any individual, organization or business.

Users are responsible for any equipment or supplies brought into study rooms and such material must be removed upon departure. The library system is not responsible for items left in study rooms. Activities involving more than normal wear and tear will not be permitted. More extensive damage done to a room or library equipment will result in loss of future privileges and an assessment of fees to repair the damage. Doors may not be blocked; windows and doors in study rooms may not be covered at any time.

Use of the study rooms by outside individuals or groups does not constitute an endorsement by the library, library staff or Board of Trustees of the viewpoints expressed by the participants. No meeting may be held that would tend to incite or provoke imminent lawless action, to be disruptive to other library functions, or endanger the safety of library staff or patrons.