

Computer Lab Conference Room Policy and Procedures

Griffin-Spalding County Library

Adopted by the Griffin-Spalding County Library Board of Trustees on November 13, 2013

1. The Library Study Room, located in the Educational Learning Laboratory (ELL) of the library, is provided for individual quiet study and discussion, and for small groups of up to six persons to work together in a quiet study room environment.
2. A group is defined as two (2) or more users occupying and actively using the Study Room.
3. Use of the Study Room is free but the room must be reserved before use. Advance or walk-in reservations are acceptable.
4. The Study Room is not available for the purpose of selling merchandise or services, soliciting for later sales or social events.
5. Reservations may not be made more than two (2) months in advance.
6. The Study Room may be reserved at the Circulation Desk or via telephone with a library card that is valid for use in the PINES Library System, or with a valid driver's license or ID. Responsibility for the room lies with the patron who reserves the room.
7. A Study Room reservation is for a specific 2-hour time (e.g., 10 a.m. to noon; noon to 2 p.m.). Users are limited to no more than 2 sessions (a total of 4 hours) per day.
8. A person must be at least 14 years of age to occupy the Study Room. Patrons younger than 14 must have an adult 18 years of age or older present in the room at all times during use. In order to provide as much access to the Study Room as possible, use of the room as a place to conduct regular business or as a place to hold office hours is prohibited.
9. The reservation start time is firm. If the patron does not arrive within 15 minutes of the scheduled time, the time will be made available for other users.
10. Failure to notify the library of a cancellation may result in the loss of Study Room privileges.
11. Patrons are expected to vacate the room if another reservation is scheduled for the room.
12. If the room is vacated prior to the reservations' end time, the time will be made available for other users. If the room is vacated prior to the reservation's end time, the time will be made available for other users.
13. Food and drink are not permitted in the Study Room.
14. The window of the Study Room may not be covered in any way.
15. Study Room users shall keep the noise level to a minimum and shall not disrupt other users of the library. While the room is enclosed, it is not completely soundproof. If the noise level does disrupt other users of the library, the individuals causing the excessive noise shall be removed from the Study Room.
16. Patrons who use the Study Room are expected to leave the room in its original order, free of trash. If the room is not restored to its original order and it would require extra custodial cleaning, the library will bill the user a charge of \$30.00 to cover the cost of that labor.

17. If the room is damaged beyond normal wear and tear, the library will bill the user 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.
18. Individuals using the Study Room must comply with all library policies and shall immediately cease actions deemed in violation of these policies upon request.
19. Failure to abide by the policy and procedures established for the Study Room will result in suspension or termination of an individual's Study Room privilege.

Library Rights/Responsibilities:

- *The library reserves the right to recall a checked-out room at any time.*
- *The library reserves the right to deny study room check-out to any users/groups found in violation of library study room and/or library policy.*
- *The library is not responsible for personal belongings left in the Library Study Room.*