

Millbrook Library Study Room Use Policy

The Millbrook Library has two quiet individual and group study areas available for patron use for traditional study, tutoring, or informal group meetings when the library is open. These study areas are designed to meet the needs of patrons to study quietly or work together in small groups for limited periods of time.

Study Room Sign Up

Study rooms are available for reserve by Millbrook Library cardholders whose accounts are in good standing. A patron's Millbrook Library card (or photo ID verified against the patron's account) must be presented at the Check-Out Desk in order to use a study room.

Study rooms for use by a group may be reserved up to 24 hours in advance by submitting an Application for Use Reservation Form. Confirmed room reservations will be held for 15 minutes past the reserved time, unless the patron has notified the library that s/he will be late, after which time the room will be available to others.

Study rooms may be reserved by an individual, up to 24 hours in advance, if they are attending a meeting/conference via digital technology including, but not limited to, cell phone, Skype or FaceTime. Otherwise individual use of the study rooms is not permitted.

Use of Study Rooms

The Millbrook Library's Patron Code of Conduct applies to study room use and must be observed at all times. Library staff or representatives must be permitted access to the study room at all times. Permission to meet at the Library does not in any way constitute or imply endorsement of the visiting group's policies, beliefs, or programs. No implication of Library endorsement should be implied by applicant groups.

The following additional rules must be followed when using a study room:

- At least one person must stay in the room at all times. A vacant room may be reassigned to other users.
- The person whose Library Card/Photo ID is presented for study room use will be held responsible for all conduct violations in the room.
- Study rooms are intended for traditional study, tutoring, or informal group meetings and are not to be used for commercial purposes. The use of study rooms as a place to conduct business or as a place to hold office hours is prohibited.
- Youth up to age 14 must be supervised by at least one adult.
- No food is permitted in the study rooms, and drinks are permitted only when in covered containers.
- Furniture may not be removed from or brought into a study room.
- The room must be left in the same condition that it was found in.

Violation of the above rules may result in the loss of study room privileges.

Study Room Time Limit

Study rooms may be checked out for up to two hours and may be renewed one time (see Renewals). If a study room is vacated before the two-hour block is up, the remainder of the two hours is forfeited.

Study Room Renewals

Provided there is no one waiting on the wait list, renewals may be accepted 15 minutes prior to the expiration time of the room. A party's 2nd use (renewal) may take place later in the day and need not be continuous with the first use.

Study Room Wait List

The wait list is for those who have not already checked out a study room that day. Parties wishing to renew a room or use it a 2nd time in one day will be accommodated, if rooms are available and there is no one waiting on the wait list. To be placed on the wait list, inquire at the Circulation Desk.

To remain on the wait list, the party must remain in the building. A reasonable attempt will be made to notify a party when a room is available. If staff cannot locate/contact the party after 5 minutes, the room will go to the next party on the wait list.

PLEASE NOTE: IF YOU LEAVE A ROOM OR STUDY AREA, PLEASE TAKE YOUR VALUABLES WITH YOU, AS THE LIBRARY DOES NOT GUARANTEE THEIR SECURITY.

Approved by the Millbrook Library Board of Trustees on November 28, 2017.