

# Millbrook Library Study Room Use Policy

The Millbrook Library has two quiet 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.

## Study Room Availability

Study rooms are available on a first-come, first-served basis and cannot be reserved in advance.

## 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. Visiting groups should imply no implication of Library endorsement.

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.
- 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

If both study rooms are in use and someone else comes in who needs to use the room, the person who has been in a study room the longest has 30 minutes to clear their belongings and wrap up what they are doing. After that, they will need to leave the space and let the next person use the study room. There is no time limit on study room use as long as no one else is waiting to use the rooms.

**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. Updated on August 17, 2021.*