



Study Room Use Policy

PURPOSE

The Cornelius Public Library provides four small study rooms (capacity four to six people) for use by individuals and groups during the hours the library is open to the public. Electrical outlets and whiteboards are provided in each room and wireless internet is available throughout the building. When not in use for Library activities, the rooms are available to the public for use which is subject to the rules below.

RULES

- There is no fee for use of these rooms.
- When rooms are not reserved, use is on a first-come, first-served basis.
- Use of the rooms is limited to two hours per day unless no one else has a reservation or is waiting.
- Conduct and noise is expected to be kept to a level conducive for study by occupants in the adjacent study and board rooms.
- The library is not responsible for theft of or damage to possessions left in Study Rooms.
- Library staff will have access to the study rooms at all times. Users are not to lock the doors.
- Study room users must abide by the Library "[Rules of Behavior Policy](#)" and "[Food and Drink Policy](#)."
- Rooms and furnishings must be left in their original condition.
- The Library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the study rooms.
- Library staff are empowered to enforce these rules. Permission to use library study rooms may be withheld or withdrawn from individuals or groups failing to comply with Library rules and policies.

The library staff may ask users to limit their time in a room in order to provide free and open access for everyone so that no person/group monopolizes a room to the disadvantage of others. This is to ensure that if a library visitor sees that all of the rooms are occupied, they can be assured the use of a room within a reasonable amount of time.

RESERVATIONS

- Study rooms may be reserved for periods of two hours or less up to 30 days in advance.
- Users are limited to three reservations per week.
- Reservations will be held for up to 15 minutes after the reservation beginning time.
- Study rooms may be reserved online using the Library's meeting room reservation system.

USER RESPONSIBILITIES

In consideration for the use of the study rooms, each user agrees that he/she is responsible for and will pay for all damage to any property of the City of Cornelius resulting directly or indirectly from the use of the room or the conduct of the users.

Approved by the Library Advisory Board 11/07/19; by City Council 12/10/19.