

## **11: STUDY ROOM POLICY**

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- A.** Study rooms are available to library patrons for the purpose of quiet study and discussion. The rooms are not intended for social activities, sales or for-profit organizations. The study rooms are available for use during the Library's regular operating hours. All library policies apply to patrons using study rooms.
- B.** Patrons must have a York County Public Library card in good standing to reserve a study room. Study rooms can be reserved for a maximum of 2 hours per day per patron/group, to ensure fair distribution among library patrons. Reservations are accepted on a first-come, first-served basis, and can be made 30 days in advance. Reservations can be made in person or by calling the Reference Desk at 890-5120. Reservations will be canceled if the patron is more than 15 minutes late for the reservation time without contacting the Reference Desk. If a patron fails to show for two reservations in a 30 day period, and does not contact the Reference Desk to cancel those reservations, any subsequent reservations the patron has for the next 30 days will be canceled and the patron will be barred from making any new reservations until after the 30 days.
- C.** At the end of the reservation time, the person/group may remain in the study room if the room is not reserved, and may remain in the room until the room is requested. Patrons must leave the room in good condition for the next users, including erasing the white board. Study rooms must be vacated 10 minutes prior to the scheduled closing of the library regardless of when the patron began using the room. Do not leave valuables unattended in study room; the library is not responsible for theft or damage to personal property.
- D.** Patrons must be at least 14 years of age to occupy a study room. Patrons younger than 14 must have an adult 18 years of age or older present in the study room at all times during use.
- E.** NOTICE: Failure to follow these policies, or other applicable library policies, may result in a temporary or permanent suspension of access to the study rooms.

*Amended September 20, 2018*