

Study Room Procedure of the Chelsea District Library

Four study rooms and two study booths are available on the 2nd floor of the Library in the Information Services Department. The study rooms can each accommodate a maximum of 6 persons. The privacy booths can accommodate two persons (Privacy Booth- Duo) and one person (Privacy Booth - Solo). Some restrictions apply to the use of these rooms.

1. Purpose

The study rooms of the Library are for use as a site for quiet study by small groups or individuals. Such use shall at all times be consistent with the mission of the Chelsea District Library, which is *to engage, inspire, and equip through evolving resources and services.*

2. Qualifying Organizations

Individuals and small groups whose purposes are limited to civic, cultural, or educational objectives may use the study rooms. For-profit use is permitted under limited circumstances consistent with the Library's objective to provide a suitable learning environment for research, study and reading. One example of an approved for-profit use is a *paid tutor.*

Preference will be given to patrons living in the community and who have a Chelsea District Library card. Study rooms may be used by the following, at the discretion of Library staff:

- students and volunteer tutors
- individuals or small groups
- tutors being paid for their services
- persons not living in the Library district

Use of study rooms for sales or solicitations is prohibited. Library events always take priority over non-library group events.

3. Checking In/Out

All users will be required to check-in at the adult reference desk, using their first and last name, and they must show a current picture ID or library card.

Checking Out- Be sure to check the room for damage- cords pulled out of connections, pencil/pen marks on walls, tables, etc.

4. Time Limits

Study room use will be limited to three hours per use when someone else is waiting to use the room. The study rooms are available until 15 minutes before the Library closes.

5. Reservations

Two standard rooms and two privacy booths are available for advanced registration. Reservations may be made up to 7 days in advance. The other standard rooms are available on a first-come, first serve basis.

The Large Study room is available on a daily basis and up to 7 days in advance. *Extended advanced booking is at the discretion of the director or their designee.*

Individuals and groups will not be guaranteed a particular study room for their reservation. Study Rooms A, B, C, and D will be used interchangeably to fulfill any given reservation. If a group reserves the Large Study Room and there are fewer than 6 individuals in their group, Study Rooms A, B, C, or D may be used in lieu of the Large Study Room.

Individuals and groups may only make one reservation per day for up to three hours. Exceptions may be made for tutors with multiple students who live in the library service area. When more than one patron is using the same room, they are considered a group and are not allowed to make individual reservations to extend beyond the per day per group time limit.

If a patron or group has already made a reservation earlier in the day (regardless of the length of time of use) and returns to the library, they may use a study room if one is available but if another patron or group requests the room and no other rooms are available, the patron who already had a reservation would be asked to leave the room.

If a patron is ten minutes late for a reserved time and another patron is waiting to use a study room, the reservation will be forfeited.

6. Locking

The study rooms will be locked when not in use.

7. Behavior

Patrons will be asked to leave if they disturb others or engage in destructive or inappropriate behavior. Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room.

If study rooms are left unattended for more than 10 minutes, users will be asked to

remove all belongings and vacate the study room. Items left for longer than 20 minutes will be removed by Library staff and held for pick up at the second floor Reference Desk.

8. Lost Items

The Chelsea District Library is not responsible for the loss or damage to personal items.

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