

## **Deer Park Public Library Group Study Room Policy**

**Deer Park Public Library has a group study room available for quiet and group study free of charge. The group study room usage is intended for study and reading. Failure to abide by the library's study room policies and rules may result in loss of study room privileges:**

1. The Group Study Room is available at the library for public use on a first come, first serve basis for a maximum period of two (2) hours with the following exceptions:
  - a. The Group Study Room must be shut down thirty (30) minutes before the library closes. Specifically, the group study room will shut down at the following times: Monday and Wednesday by 5:30 pm, Tuesday and Thursday by 8:30 pm, Friday and Saturday by 4:30 pm.
  - b. The Group Study Room may not be accessed later than thirty (30) minutes before the library closes.
2. The room is available to the public for group or individual study.
3. Users of the group study room must be 16 years of age or older. There is a maximum of 4 people in the room at any one time.
4. Limit of two hours a day per group or individual.
5. The Group Study Room is only available during library hours; however, the group study room will close 30 minutes before the library closes.
6. The Group Study Room will be checked out to the person(s) using the room. Guest Passes are available to patrons 16 years of age or older who present a valid picture id. Patrons using a Guest Pass will be required to leave their picture id at the Information Desk for the duration of the room usage.
7. Under no circumstances will the group study room be used for commercial business purposes, such as tutoring, job interviewing, or sale of items.
8. Food and drinks are not allowed in the group study room.
9. Audio and video files must be listened to with headphones, and the sound level cannot be loud enough to be heard outside the headphones. The Library does not provide headphones.
10. Boisterous, loud, or unruly behavior will not be tolerated, and may result in the permanent loss of Study Room privileges.
11. Groups and individuals using the group study room are responsible for maintaining and leaving the room in its original order.

Approved by the Library Board of Trustees on 2/26/13

12. The Deer Park Public Library reserves the right to revise and change this policy at any time without notice. It is the responsibility of the patron to read and accept the current version of the policy.
13. The Library Director reserves the right to limit or regulate the use of the Group Study Room.
14. Violations of the Group Study Room Policy may result in the following consequences:
  - a. First offense – Denial of Group Study Room privileges for one (1) month.
  - b. Second offense – Denial of Group Study Room privileges for three (3) months.
  - c. Third offense – Permanent denial of all Group Study Room privileges.
  - d. Financial consequences – Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron and such costs will be determined by the Library Director.
  - e. However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough. Please be advised that complaints of illegal activity or disruptive behavior will result in immediate shut down by staff. Reinstatement may be considered after a staff investigation of the complaint.