

Study Room Policies

- Patrons can make reservations for study room in advance via website, phone, or as walk-ins
 - No library card is required, but a card or ID is preferred
 - Use Acuity to schedule study room reservations
- Reservations can be between 30 minutes to 2 hours. This can be extended another 2 hours within 15 minutes of the end of the initial session, as long as no other group needs the room. After the group has their 4 hours, no further extensions will be granted. They are welcome to stay in the room but will be asked to vacate if another group arrives.
 - Exceptions can be made based on availability or special circumstance at staff discretion
- The individual who makes the reservation is the responsible member of the group; however, the reservation is for the entirety of the group. So, members of one GROUP cannot use multiple reservations to manipulate the 2/4 hour block times or try to extend their session before the end of their initial 2 hours.
- If the group does not show up within 15 minutes of the reservation start time their reservation is forfeit and can be given to another group
- Groups cannot leave the room or leave their belongings in the room longer than 15 minutes at a time or their reservation is forfeit. Any belongings left in the room will be taken to lost and found