Twinsburg Public Library
Study Room Procedures and Expected Behavior

Study Room Procedures

- These rooms are to be used for quiet study or tutoring, conference calls, phone/skype interviews, groups working together on projects, and business meetings.
- Study Rooms must be reserved at the Reference or Computer Lab desks.
- The person reserving a Study Room must be 18 or older. When minors are using the room, an adult 18 or over must be in the room at all times.
- A maximum of 4 people are allowed in a Study Room at one time.
- There is no charge for using these Study Rooms. However, the Library reserves the right to issue a charge for any repairs or cleaning needed.
- Study Rooms may be booked up to one week in advance.
- A person may reserve a Study Room for a maximum of 2 hours a day. However, this person may continue to use the Study Room after their reservation has expired if no one else has made a reservation for that room. If another reservation is made, the person who made the earlier reservation will be asked to leave the Study Room. Reservations take priority.
- If a person has used the Study Rooms for the 2-hour maximum and wishes to return at a later time to use an empty Study Room, they may do so. However, this person will need to promptly leave the Study Room if a reservation has been made by someone who has not exceeded their 2-hour limit. Again, a person with a reservation takes priority over someone who does not have one.
- Reservations cannot be made for multiple Study Rooms on the same day if they exceed the 2-hour limit. This rule may not be circumvented by different people in one group reserving the room for 2 hours each.
- If a person arrives for their reservation later than 15 minutes after its scheduled start, then their reservation will be released.
- The Library is not responsible for any items lost, stolen, or damaged while a person is using a Study Room. It is the responsibility of the user to make sure that their belongings are safe.

Expected Behavior

- Food and beverage is permitted in study rooms with the understanding that the visiting person(s) is to leave the room as clean as it was found. The Library reserves the right to charge a fee for any needed repairs or cleaning.
- A person with a study room reservation is to leave the room at the end of their reservation time if there is another reservation immediately following it.
- Decorating is not permitted. This includes using tape (of any kind), plastitack, staples, or thumbtacks. Cooking or kitchen appliances are not permitted (per City code).
- No open flames or candles.
- No alcohol or smoking is permitted on Library property at any time.
- Animals are not permitted in the building, except those trained to aid persons with special needs or for Library sponsored programs.
- Persons using the study rooms are expected to maintain a low noise level. They should not be so loud that they disrupt the Library environment.
- If the person using the Study Room wishes to leave the room for a moment, they may ask Library staff to lock the room until they return.
- A group/person using a study room may rearrange furniture, but must then return the room to its original condition before their reservation has expired.

Any person found violating these procedure or the Expected Behavior policy of the library will be subject to discipline at the Director’s discretion. Revised 09/23/2019 CD