

Study Room Use Policy

The Urbandale Public Library's study rooms are available for individual or small group use.

Guidelines

- A Library card is not required to use a study room.
- A study room may be reserved 30 days in advance. Walk-in use is subject to availability.
- A reservation is cancelled if a study room is not occupied within 10 minutes of the reserved time or if a study room is left unoccupied longer than 30 minutes during the reserved time.
- An individual or group may use a study room for a maximum of four hours per day. Additional time may be allotted if a room is available. An individual or group allotted additional time must vacate if another individual or group requires a room.
- An individual may use a six person study room for a maximum of four hours per day if all two person study rooms are occupied. Additional time may be allotted if a room is available. An individual allotted additional time must vacate if another individual or group requires a room.
- Fire code occupancy limits must be observed:
 - study room A – 2 individuals
 - study room B – 2 individuals
 - study room C – 6 individuals
 - study room D – 6 individuals
 - study room E – 2 individuals
 - study room F – 2 individuals
- Library policies and applicable federal, state, and local laws are to be obeyed and the operation of the Library is not to be disrupted.
- The Library will bill for the loss or damage of Library property.
- The library is not responsible for the loss or damage of private property or for any accidents or injuries that may occur.
- Wi-Fi access is available. The Library's Computer Use policy governs use of this service.
- Privacy is not guaranteed. Study rooms are not sound proof and are semi-enclosed with glass.

Failure to comply may result in the suspension of Library privileges, which includes exclusion from Library property. A multi-step disciplinary process outlined in the Library's Suspension of Privileges policy is followed. The Library reserves the right to advance the process if behavior warrants.

Adopted by the Urbandale Public Library Board of Trustees, April 27, 2015