Study Room Use

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

Guidelines

- Study rooms are available free of charge and 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 15 minutes of the reserved time or if 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.
- Fire code occupancy limits must be observed:
  - study room 13 – 6 individuals
  - study room 12 – 6 individuals
  - study room 11 – 6 individuals
  - study room 10 – 6 individuals
  - study room 9 – 2 individuals
  - study room 8 – 2 individuals
  - study room 7 (DIY Studio) – 6 individuals
  - study room 6 – 6 individuals
  - study room 5 – 6 individuals
  - study room 4 – 2 individuals
  - study room 3 – 2 individuals
  - study room 2 – 2 individuals
  - study room 1 – 2 individuals
- Library policies and applicable federal, state, and local laws must be obeyed and the operation of the Library is not to be disrupted.
- Snacks (cold foods) and covered non-alcoholic beverages are allowed but must be kept in the study room. The name, email, and phone number of the person who will be responsible for the condition of the study room must be provided to library staff.
- 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.
- Privacy is not guaranteed. Study rooms are not sound proof and are semi-enclosed with glass.
- Use of a study room is available on an equitable basis regardless of the activities, affiliations, beliefs, or policies of the individual, group, or organization requesting use. Permission to use a study room does not constitute Library endorsement.

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
Approved June 24, 2019, June 23, 2025, July 27, 2026, September 28, 2026