

SMALL STUDY ROOM POLICY

RESOLUTION 2013-09, RESOLUTION 2020-15, RESOLUTION 2022-8;
RESOLUTION 2024-6; AMENDMENT 2024-9;

SMALL STUDY ROOM POLICY

The Warren County Library Richard D. Gardner Branch has two small study rooms equipped with a computer which will be available for educational use such as: study, online or collaborative school work and testing. Rooms may also be used for online communication such as Skype, online meetings, or webinars.

Warren County Library members in good standing and 18 years and older, may use a study room for a maximum of 3 hours each day (Monday – Saturday). Minors are not allowed to use the study rooms, even when accompanied by an adult.

Room occupancy is limited to 2 persons.

Rooms are available on a first-come basis and can be reserved one week in advance.

Reservations are to be made via the online reservation system, which is available remotely and at a public kiosk in the Library.

Members must cancel their own reservations using the online system before the start of their reserved time.

If members do not show up within 30 minutes of their start time, staff will mark the reservation as a no-show. Members forfeit the full amount of time they reserved.

Members may not enter the study rooms before their reserved time.

Members must vacate the study rooms at the end of their reserved time. Failure to vacate the study rooms will result in a 14 day suspension from using the study rooms.

Staff assistance with the public computers in the study rooms is not available.

Members using the study rooms must adhere to all Library policies, including, but not limited to, the Computer and Internet Use Policy and Library Code of Conduct.

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