

Dexter District Library Group Study Room Policy

Statement/Purpose:

The Dexter District Library's Group Study Room Policy is designed to facilitate access to the Library's limited Group Study Room spaces. The Library offers three Group Study Rooms that may be used for quiet or group studying, tutoring, small group meetings or discussions that might otherwise be disruptive to the general Library environment. In order to make the best use of this limited resource, the Library has developed this policy to provide as much access to as many people as possible.

The purpose of the library's Group Study Rooms is to provide space to work collaboratively without disturbing others using the Library. Since Group Study Rooms are primarily intended for group use, single users may be asked to relocate to tables in the reference area. The Library also provides a Silent Reading Room for silent study.

The Group Study Rooms are available free of charge during Library hours.

Group study rooms 1 and 2 seat two to three people. Group Study Room 3 seats four to six people. Individuals and groups of two will be assigned the two smaller rooms first in order for the larger room to be available to a larger group.

Group use will take precedence over individual use. Individuals using the Group Study Rooms may be asked to relocate to the general use tables, should a group need to use the Group Study Rooms.

Time limits – Groups may use the group study rooms for a maximum of 6 hours per week. Individuals may use the study rooms for up to 2 hours in one day up to a maximum of 6 hours per week. Use will be continuous. Once that time has expired, patrons may use tables in the general area of the Library for ongoing quiet study.

Reservations - Groups wishing to use a Group Study Room may reserve time through the Adult Reference Desk. Reservations will be taken on a first come, first serve basis. In-person reservations will take priority over reservations made by phone or e-mail. Rooms may be reserved beginning on Monday mornings for the current two weeks. Individuals may use the Group Study Rooms on a first come, first serve basis.

Sign-in - Individuals or groups will need to sign in at the Adult Reference desk and present a valid Library card or picture ID.

Late arrivals – Reservations will be held for 15 minutes. Groups arriving 15 minutes after the scheduled reservation may lose the use of the room if others are waiting.

Access – The Group Study Rooms will remain locked at all times. Access to the rooms will be provided by the Adult Reference staff. Individuals needing to leave the room for brief periods will need to see the Adult Reference staff for re-entry.

Use – Use must be continuous and rooms left unattended for more than one half hour may be forfeit. Cell phone use is permitted in the Group Study Rooms subject to the general noise limitations applied to general conversations as per the Rules of Behavior. Conversations will also be subject to the general noise limitations outlined in the Library's Rules of Behavior. Food and drinks are not allowed in the Group Study Rooms. Rooms must be straightened up before leaving. Library staff will check the general condition of the rooms when individuals leave. Evidence of damage, trash or food and drink may preclude future use of the Group Study Rooms. Violations of the Rules of Behavior may result in loss of use of the Group Study Rooms.

The Library reserves the right to schedule these rooms for its own use.

Concerns about this policy should be addressed to the Library Director.