

Charlotte Hobbs Memorial Library (CHML)

Study Room Policy

PURPOSE

The Charlotte Hobbs Memorial Library (CHML) serves as a place for tutoring and other activities which require a quiet work area. This CHML policy provides guidelines for study room use.

DEFINITIONS

Director – A salaried employee hired by the Board to manage and promote the CHML.

POLICY

1. Scheduling –
 - a. The study room is used only during library hours, unless a CHML Building Use Form is submitted and approved.
 - b. The study room is scheduled at the front desk on a first come first served basis, with priority given to the CHML.
 - c. The room may be reserved for a maximum of two (2) hours. If the room is not reserved after his/her scheduled time, the current user may continue to use the space.
 - d. With the exception of use by the CHML no more than eight (8) active reservations are allowed at any one time.
 - e. Room reservations may be scheduled up to 60 days in advance.
 - f. Any exception to the above rules must receive prior approval from the Director.

2. Room Capacity – The study room holds a maximum of eight (8) people.

3. Activities Not Permitted – The following activities are not permitted in the study room:
 - a. consuming food and beverages,
 - b. covering the glass,
 - c. affixing signs, artwork or other materials to the walls without express approval of the Director or CHML staff.

4. Conduct – patrons are required to follow all CHML rules in use of the space. The Director or CHML staff have the right to ask any persons to leave the premises immediately, if found to be in violation of the CHML rules or pose a disturbance to CHML patrons.

Adoption: This policy was adopted by the Board of the CHML on _____, 2016.