

Study Room Policy

Hastings Public Library provides study rooms to serve the needs of small groups wanting quiet workspaces. Use of the study rooms is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Library Director has discretion in determining what use is "in the best interest of the Library" and is authorized to act accordingly, including limiting the use of the study rooms by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances.

ABOUT HPL STUDY ROOMS

HPL has two study rooms: Study Room A can accommodate two to six people and Study Room B can accommodate two to four people. The study rooms are available all hours that the library is open to the public.

There is no guarantee of a silent atmosphere inside each study room due to their proximity to one another; however, users of each study room are asked to be respectful of other patrons in nearby areas and the other room, and of the Library's conduct policy regarding noise.

Study rooms may be "checked out" by HPL cardholders **Age 14 or older**. The HPL cardholder who checks out the room is expected to remain in the room as part of the group. Individuals may use the Study rooms as well, but preference will be given to groups of two or more and individuals may be asked to leave if a group requests the room.

Study rooms are available in one-hour intervals on a first-come, first-served basis at no charge for Hastings Public Library cardholders in good standing. Extra time allotted for study room sessions will be accommodated if there are no requests for use of the room within the next half hour. Those cardholders who have been allotted additional time in study rooms beyond the maximum four hour limit, will be asked to vacate if all study rooms are filled and a new party wishes to utilize a room.

LIMITS

Reservations will be taken for a maximum session of four hours per day. Groups may not obtain additional sessions by having different members of the group make a reservation for the same, substantially the same or similar groups.

Requests for advance reservation of the study rooms are accepted no more than one week in advance of the requested date. Instructions for advance reservations may be found on our website or at the first floor ASK ME desk.

CANCELLATIONS

No person or group may assign its reservation to another person or group. Individuals are asked to inform Library staff if a study room is no longer needed so that it can be re-assigned to an available status.

Once a room has been vacated for more than 10 minutes, the Library reserves the right to remove the user's belongings without assuming responsibility or liability thereof and to reassign the study room to an available status.

Patrons who have not arrived within 10 minutes of the scheduled start time will be considered no-shows and the reservation will be removed. Patrons who show up late will not have extended reservations.

FAILURE TO COMPLY

Failure to comply with Library policies, rules and regulations (including this policy) will be grounds for suspension of study room privileges for up to six months.

DAMAGES AND LIABILITY

Groups may not rearrange Library furniture. Signs and decorations may not be taped or stapled to walls or doors. Study rooms are to be left as they are found. Waste must be placed in appropriate garbage and recycling receptacles.

Any individual using the study room shall be held responsible for willful or accidental damage to the Library building, collections or furniture caused by the individual or group in accordance with the Meeting Room Policy and Library Behavior Policy.

Approved November 14, 2017

Revised November 2018

PROCEDURES

1. Upon arrival, individuals and groups requesting the use of a study room must check in at the Library's 1st floor Ask Me desk.
 - a. For individuals, availability will be reviewed and rooms can be checked out if available; reservations cannot be made for individuals.
 - b. For groups with reservations, the cardholder making the reservation must be present for the group to gain access to the room.
 - c. For groups without reservations, availability will be reviewed and rooms can be checked out if available. If no rooms are available, alternate dates/times can be suggested by staff or groups can be referred to the website for further booking.
2. The cardholder responsible for the reservation will be assessed a \$5 fee on their library card account.
3. The cardholder will be given the access cards for the appropriate room, and asked to return the cards when the reserved time is expired. Two cards are actually issued, one will unlock the room for the duration of the reservation, and one relocks the room when the reservation is complete.
4. At the end of the reservation period, the access cards will be checked in and the \$5 fee removed from the cardholder's account.