

# Study Room Policy

*Approved by Library Board of Control, Date: Oct 2010, Revised: Feb 2017*

## Introduction

In keeping with its vision and mission to meet the educational and recreational needs of the community, the Bossier Parish Library offers study rooms to patrons who want to work individually or in small groups for limited periods of time. The fundamental purpose of these study rooms is to provide a suitable, quiet environment for studying, researching, and reading. Study rooms may not be available at all locations. Contact any branch or visit the website, [www.bossierlibrary.org](http://www.bossierlibrary.org) for availability.

## Regulations

To ensure rooms are available to all members of the community and to ensure they remain clean and functional, the Library Board of Control sets forth the following regulations governing the use of study rooms.

- All users must follow library rules as defined in the *Appropriate Library Use Policy*
- Maximum capacity of each study room is 4 people
- Rooms available only during normal operating hours
- Available on a first come, first served basis after any reservations
- Two-hour sessions only; extra time may be granted if there is no waiting list
- Individuals or groups who have been allotted extra time beyond the two hour limit will be asked to vacate if all study rooms are filled and a new group/individual wished to utilize a room
- Sign in required at the circulation desk; signature constitutes an acknowledgement and understanding of library policies
- The person who signs for a room is responsible for appropriate use of the room, and for ensuring that the room is left in good condition upon vacating

## Reservations

Reservations may be made up to one week in advance and are limited to:

- One, two-hour session per day
- Two reservations per week
- The person who reserves the room must be present
- Reservations cannot be made by one person for use by another
- Rooms will become available if a group or individual is a “no-show” after 10 minutes past the reserved time
- The library reserves the right to cancel a reservation if the space is required for its own use. Every effort will be made to give adequate notice of such cancellation.