

<b>WAUKEE PUBLIC LIBRARY</b>	<b>BOARD</b>
<b>SECTION 6.5</b>	<b>ADOPTED 12/03</b>
<b>STUDY ROOM POLICY</b>	<b>REVIEWED 1/06 &amp; 4/08; Updated 01/13; 05/16</b>

### **STUDY ROOM POLICY**

The Waukee Public Library provides study rooms for public use. Reservations are made on a first come, first serve basis. Patrons may make a reservation on that day at the Public Services Desk or by telephone.

Study rooms are booked for a maximum of two-hour increments. If at the end of their first time frame, no one else is waiting, the individual or group may book an additional two hours.

All study room users must abide by the Library Conduct Policy and all other library policies. All users of library study rooms are responsible for damage to equipment, furnishings, floor coverings and other library property.

Study room use must be held during regular library open hours and must not disrupt either others using nearby study rooms or patrons using the library. The library reserves the right to revoke permission of individuals or groups to use these spaces due to a violation of library policy.

Study room occupants must return the room to original condition and exit the room 15 minutes prior to library closing time.