



STUDY ROOM POLICY DECEMBER 2023

The Library's Study Room is available for use by Riverside Public Library cardholders in good standing. The room is designed to provide a quiet area of study for one or two people. The Study Room may not be used commercial services of any kind including, but not limited to tutoring services.

- Prior to reserving the study room for the first time, patrons must complete the STUDY ROOM REGISTRATION FORM.
- The Study Room can be reserved by calling the library or in person when visiting the library.
- The room may be reserved up to one week in advance for a two-hour slot per day. Time cannot be extended. For those without reservations, availability will be based on a first-come, first-served basis. Walk-in users will be asked to vacate for users with a reservation. The room can be reserved two times per week by a patron.
- Reservations are forfeited if registered person is 15 minutes late. Frequent no shows may be prevented from reserving the room in advance.
- The Study Room must be vacated 15 minutes prior to the scheduled closing of the Library.
- Users must check in at the Children and Youth Services Desk before beginning to use the study room.
- The Study Room is equipped according to fire code occupancy and no extra chairs or furniture will be allowed.
- Furniture in the room may not be rearranged. Signs and decorations may not be be taped or attached to the walls or windows. The Room should be left in the same condition it was found.
- Lights must be kept on at all times.
- Activities in the room should not materially or substantially interfere with the function of the Library. Prohibited activities include excessive noise, creating safety hazards or security risks and creating other disturbances that violate the Library Use and Behavior Policy.
- Food is prohibited in the Library and consequently the Study Room. Only covered drinks are allowed.
- The Library assumes no responsibility for unattended personal belongings.

STUDY ROOM REGISTRATION FORM

By requesting use of the Study Room, you agree to the Study Room Policy and the Library Use and Behavior Policy. Those using the Study Room must comply with all rules of behavior established by the Riverside Public Library. Persons found littering, engaging in loud or disruptive conversation or behavior, defacing Library property or otherwise acting inappropriately while using a Study Room will be asked to leave the room and Library and may forfeit future use of the Room.

I have read, and understand the attached policy for use of the Study Room at the Riverside Public Library.

Name (Print) _____

Address _____

Contact Phone Number _____

Email _____

Library Card Number _____

Signature _____.

Date: _____