



# STUDY ROOM POLICY

MARCH 2026

The Library's Study Room is available for use by all patrons of the Riverside Public Library. The room is designed to provide a quiet area of study for one or two people. By requesting use of the Study Room, patrons agree to the Study Room Policy and the Exclusion of Patrons for Inappropriate Behavior Policy.

- Patron contact information is required for study room usage.
- The Study Room can be reserved by Riverside residents. Non-residents are not permitted to reserve the study room in advance. However, they may request use of the room in real-time. If the room is available, they may use it.
- 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 Youth and Teen 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 taped or attached to the walls or windows. The Study 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 / or other activities that violate the Exclusion of Patrons for Inappropriate Behavior Policy.
- Food is prohibited in the Library and consequently in the Study Room. Only covered drinks are allowed.
- The Library assumes no responsibility for unattended personal belongings.

Approved by the Riverside Public Library Board of Trustees December 12, 2023

Approved by the Riverside Public Library Board of Trustees March 10, 2026

### **Study Room Acknowledgment and Contact Information**

Patrons 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 the study room will be asked to leave the room. The Library may forfeit future use of the room.

I have read, and understand the policies listed above for use of the Study Room at the Riverside Public Library.

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Library Card Number \_\_\_\_\_

Electronic Signature \_\_\_\_\_

Date: \_\_\_\_\_