

SUN PRAIRIE PUBLIC LIBRARY

DISCUSSION/STUDY ROOMS POLICY

I. Purpose

- A. The Sun Prairie Public Library makes two study rooms available to its patrons for check out on a first-come, first-served basis; rooms may not be reserved. When necessary, priority is given to library-approved events.

II. Checkout

- A. Study rooms must be checked out at the Registration Desk with a valid Library Card in good standing, or once a year with a valid ID. Non-residents may check out a room with a valid driver's license or ID card. Responsibility for the room lies with the patron who checks out the room.
- B. A person must be 16 years of age to occupy a study room. Patrons younger than 16 must have an adult 18 years of age or older present in the study room at all times during use.
- C. Discussion Room 1 has a maximum capacity of four people. Discussion Room 2 has a maximum capacity of six people.

III. Time Limits

- A. Rooms are available during library hours of operation. There is a two-hour per day maximum limit on room use. Use of rooms ends 15 minutes prior to closing.

IV. Conduct

- A. Noise from the study rooms must not be disturbing to other library patrons or operations.
- B. Failure to comply with this policy or with library staff directions will result in restriction or termination of the user's study room and/or library privileges.

Adopted January 10, 2008

Formatted: September 15, 2011

Reviewed and amended October 25, 2011