

**SUN PRAIRIE PUBLIC LIBRARY**  
***DISCUSSION/STUDY ROOMS POLICY***

---

**I. Purpose**

The Sun Prairie Public Library makes two study rooms available to its patrons for check out on a first-come, first-served basis; no reservations may be made on the rooms. When necessary, priority is given to library-approved events.

**II. Checkout**

Study rooms may be checked out at the Registration Desk with a valid Library Card, or once 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.

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.

**III. Time limits**

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**

Discussion Room 1 has a maximum capacity of four people. Discussion Room 2 has a maximum capacity of six people.

Noise from the study rooms must not be disturbing to other library patrons or operations.

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