

**Geauga County Public Library
Operating Policy Manual**

SECTION: STUDY ROOMS
SECTION NUMBER: 558
EFFECTIVE DATE: February 18, 2025
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Library study rooms are to be used for individual or small group work or study. Reservations for study rooms may be made up to one month in advance. Reservations will be confirmed by library staff and are not valid until confirmed verbally or via email. Library staff may adjust the assigned study room to accommodate the needs of patrons, while ensuring that the requestor still has a room available that fits their requested time and need.

If no one is using a room and there is not a current reservation, a library patron may request to use the room while they are in the library. This will be done on a first-come, first served basis. If a room has an advance reservation, patrons using the room will be asked to vacate the room to accommodate the reservation.

Study Room reservations will be held for 20 minutes, after which, if a patron is a no-show, it can be released for another patron to use.

Study room reservations are for two hours. If the room is not reserved and there are no other requests to use the room, the two-hour time limit may be extended by library staff.

Library supervisors may grant exceptions for patron study room reservations and use for unique situations, such as job interviews, taking exams, and other pressing needs. Study rooms are not available for private parties, such as showers and birthday parties.

The Behavior and Conduct in the Library policy (OP 951) applies to all people using the study rooms. Any patron who violates these usage guidelines or damages property may be banned from using a study room for up to one year. This decision will be shared in writing by the Branch Manager, in accordance with Library Administration.

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