

Middleton Public Library

Study Rooms Policy

- I. Purpose of Rooms
- II. Reservation for Rooms and Hours Available
- III. Rules of Conduct

- I. Purpose of Rooms

The study rooms on the library's lower level are generally intended for use by no more than 5 individuals at a time, 12 years of age and older, for the purposes of quiet study and discussion.

- II. Reservations for Room and Hours Available.

- (A) Use of the study rooms must be arranged with the library's Reference staff.
- (B) Study rooms are generally available on a "first-come, first served" basis. A waiting list will be kept if all rooms are occupied. Reservations may be made up to four weeks in advance.
- (C) The rooms must be vacated 15 minutes before the library closes.
- (D) Library staff may set limits on study room use in order to accommodate fair and equitable access to these spaces. The general rule is no more than three hours a day for study rooms without computers and one hour per day for rooms with computers.

- III. Rules of Conduct

- (A) The library's Appropriate Behavior Policy applies to study room use.
- (B) Items may not be stored in the rooms before or after using them.
- (C) The library reserves the right to refuse use of the rooms to individuals who do not comply with this policy.

Adopted January 13, 2004
Amended April 13, 2004
Amended November 9, 2004
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