

## Study Room Policy

The Herrick District Library provides study rooms for individual or small group use that supports the Library's mission. The study rooms are available free of charge.

- Study rooms may be reserved or if they are available, may be used on a first come, first served basis.
- Noise should be kept to a reasonable level as the rooms are not soundproof.
- HDL is not responsible for damaged, lost, or stolen items.
- Users are liable for any damage to furniture and fixtures.
- Room users are responsible for cleaning up after themselves.
- Unattended items will be removed from the study rooms.
- Ongoing office hours or classes are not permitted in study rooms.
- Activities deemed to be disruptive to other users will not be permitted in the study rooms.
- Smoking and alcohol use are prohibited in the Library.
- Eating is prohibited in Study Rooms. Drinks must be in covered containers.
- Rooms cannot exceed posted capacity.
- Internet and Technology Use Policy applies.

The Library Director is authorized to develop guidelines and procedures to implement this policy.

*Approved 3/24/2004*

*Revised and Updated 10/30/2018, 7/29/2021, 4/25/2024*