

## **Cobb County Public Library System**

### **Study Room Use Policy**

Approved: February 28, 2011; April 22, 2013; June 22, 2015; June 26, 2017; September 23, 2019

The Cobb County Public Library System provides space at the Switzer, Regional, Sewell Mill and East Cobb Libraries for individual or small groups engaged in quiet study, work or group projects. The study rooms are available during regular library hours.

#### **Study Room Use:**

- Study rooms are available on a first come, first serve basis. Same day reservations can be made by an individual or a group. A study room will be held for 15 minutes after the requested time before the reservation is considered canceled.
- Request for study room can be made in person at the Service Desk or by telephone during business hours.
- Individuals requesting the study room must be at least 14 years of age.
- Study rooms are scheduled for two (2) hours per day per individual or group. Additional time per day may be granted if there is no waiting list.
- The number of people occupying the study room may not exceed the capacity of the room.
- A study room left unattended for more than 15 minutes will be considered abandoned and will be assigned to next user.
- Study rooms may not be used to distribute or sell goods or services.
- Library policies, including Rules of Behavior and Meeting Room Policy, are to be followed.
- Library is not responsible for any items left unattended.
- Reserved rooms are not transferrable to another individual or group.
- Consuming food or beverages in the library, except for beverages in closed containers, is not permitted.
- Study room must be left in the condition in which it was found, and all trash must be placed in trash containers. Persons who leave the study room untidy may lose future study room privileges.
- Study rooms are not soundproof. Discussions should be kept at quiet conversational levels. Volume controls on such electronic devices as laptops, personal computers, and cell phones should be adjusted so as not to disturb others in the Library.

- Individuals or groups who are unruly or noisy will be asked to leave.
- Users must vacate the study room at least 5 minutes prior to the scheduled library closing time.