

Study Room Use Policy

The Starke County Public Library has two study rooms available for the public, one small study room that seats 1-4 people; and one large study room that seats up to 10 people.

1. The large study room may be booked up to one day in advance. The small study room may not be reserved. Reservations for the large study room will be taken on a first-come, first-served basis. Reservations will be for one hour per day per user (either individual or group). Reservations may be extended at Library discretion.
2. Study room users are subject to all library rules and regulations as listed in the Patron Code of Conduct.
3. Study rooms may be used during normal library operating hours only, up to fifteen (15) minutes before closing.
4. Study room use will be scheduled by the hour (rounded to the nearest half-hour).
5. Study rooms are to be left in a clean and orderly condition. Eating is not allowed in study rooms; beverages must be in covered containers.
6. Study rooms may not be used for any commercial function (including tutoring for pay) or for private social functions.
7. If a party is more than ten (10) minutes late for a reservation, the reservation may be forfeited and the study room given to others. The Library is not obligated to provide other space to a late party.
8. There will be no more than ten (10) individuals in the large study room at any time.
9. On leaving the study room, users are to inform the Reference Department staff that they are vacating the study room.
10. Study rooms are to be kept locked at all times when not in use. The Reference Department staff will be responsible for scheduling and monitoring study rooms and reservations.

Library staff may deny further use of study rooms to individuals or groups who violate the Library Patron Code of Conduct or the Study Room Use Policy.

Adopted by the Starke County Public Library Board of Trustees 4/9/2013, Revised and Reviewed 7/10/2018