

Study Room Use

Board Policy:

To provide clean and convenient Study Room spaces for the community.

1. You need to have a library card from the Delaware County District Library or from a Central Library Consortium (CLC) to book a Study Room.
2. Small group Study Rooms are available at Delaware, Liberty, Orange, and Ostrander Branch libraries for individual study or work in small groups.
3. Behavior in Study Rooms should be consistent with Delaware County District Library's Code of Conduct and Acceptable Use Policies, including no direct sales or solicitation of any kind.
4. The use of Study Rooms for financial gain is prohibited. This includes marketing or selling goods or services, fundraising, or accepting donations.
5. Fundraising events or solicitation of any kind are not permitted unless sponsored by the Friends of the Delaware County District Library, or an agency partnering with the Library.
6. Study Room reservations are not transferable from one group to another.
7. Use of the Study Room facilities must follow the Library's Code of Conduct without undue cost to the Board of Trustees, and without undue interference with Library activity. The Library reserves the right to stop meetings that are disruptive to Library operations.
8. Rooms are booked in half-hour increments up to three (3) hours per reservation. No single reservation will exceed three (3) hours.
9. Patrons may have a maximum of two (2) reservations daily.
10. Patrons may have a maximum of fourteen (14) total reservations per month.
11. Patrons cannot have multiple rooms reserved for the same reservation time.
12. Reservations can be made up to 90 days in advance.
13. Reservations may be canceled by Library staff if not occupied fifteen (15) minutes after the beginning of the reservation period.
14. If you do not plan to fulfill your reservation, please cancel your reservation. Failure to do so limits Study Room availability. Recurring abuse may result in being banned from the Study Rooms.
15. Walk-in use of the room is permitted on an "as available" basis.
16. The Library reserves the right to review applications and reject any application if it is determined that the organization has abused its past privileges in using the Study Rooms, including but not limited to: violation of Study Room policy and/or guidelines, disruptive behavior, vandalism, or theft.
17. The Library does not guarantee staff assistance available at the time of the meeting to modify the room arrangement or assist in the setting up of equipment or technology.
18. The Library reserves the right to change or cancel any Study Room if circumstances at the Library so demand, including room reassignment based on the size of the group.
19. The Director or their designee can cancel, reschedule, or modify any Study Room request.
20. By submitting an application through the library's online digital reservation software, you are agreeing to the terms of Study Room Use and Code of Conduct policies and are releasing the Library from any liability.

Examples:

The following types of events are **permitted** in the Study Rooms:

- Tutoring and study sessions
- Work and professional activities including meetings, both in-person and virtual
- Personal and social activities, including book groups and social meet-ups

The following types of events are **NOT permitted** in the Study Rooms:

- Direct sales of any kind
- Events that do not adhere to the Library's Acceptable Use, Code of Conduct, and Study Room Use Policies

Fees and Liabilities

1. The Library charges no fees for the use of the Study Room.
2. Payment shall be made for any damage or loss of Library property and a fee for janitorial service may be assessed if the room is not left in the condition in which it was found.
3. The Library is not liable for injuries to people or damage to the property of organizations using the room.

Guidelines for Study Room Use

1. Library programs and meetings take precedence over other Study Room activities.
2. No decorations, posters, or any materials may be installed or displaced inside or outside the Study Rooms without prior Library approval.
3. The room is to be left in the condition in which it was found. Tables and chairs should be put back to their original configuration, whiteboards erased and all trash should be disposed of in the containers provided so that the room is ready for the next user. Improper use or abuse of furniture, equipment, or materials is prohibited.
4. Food and beverages are permitted. Food deliveries must be picked up outside the Library. Staff is not responsible for deliveries to the study rooms. Any food, beverages, or personal items left in the study room following a meeting may be discarded.
5. No Library equipment should be removed from the Study Room area without Library approval.
6. Patrons may use Study Room equipment to stream or cast materials from personal computers; however, content use must adhere to the Acceptable Use and Code of Conduct policies. The Library does not guarantee staff assistance available at the time of the reservation to assist in the setting up of equipment or technology.
7. Lights are to be turned off at the conclusion of the meeting if applicable.
8. Meetings held in the Library's Study Room must not disturb normal Library operations. The Library reserves the right to stop meetings that are disruptive to Library operations.
9. Burning candles or other flammable substances are prohibited.
10. Carpooling is recommended because of the limited parking in some Library parking lots. The Library may request that groups arrange for off-site parking.

11. The Library makes no endorsement, express or implied, of any non-Library event or activity held in the Study Rooms. Advertising or presenting in a manner that assumes the Library endorsement will result in loss of use of any of our rooms.
12. The Board of Trustees and the Library staff do not assume any liability for groups or individuals attending any meeting or appointment in the Library.

Reservations and Cancellations

1. An application for the use of the Study Room must be completed through the Library's digital room reservation software.
2. With the exception of Library-sponsored programs, reservations for study room use should be completed through the Library's digital room reservation software **no more than ninety (90) days** before the meeting date.
3. **A maximum of fourteen (14) bookings** per month may be scheduled.
4. Requests will be considered on a first-come, first-served basis. All Study Rooms may be reserved in advance online, or speak with a staff member at your local branch for walk-in availability.
5. Study room capacities, as listed on the room wall, must not be exceeded.
6. Applicants will receive a confirmation by email, verifying the date, time, and acceptance or denial of the requests. Copies of our Code of Conduct and Study Room Use policies which are found online at www.delawarelibrary.org/policies/.
7. The Library Administration reserves the right to cancel prior Study Room reservations without notice in the event of an emergency, such as snow closings or unsafe building conditions. All efforts will be made to notify groups scheduled to use the Study Rooms in the event of an emergency. If in doubt, call the Library, or check local and social media, especially in the case of weather. By policy, the Library will be closed when the Delaware County Sheriff declares a Level II or Level III snow emergency.
8. Library staff should be notified as soon as possible if a meeting scheduled for the room has been canceled.
9. By submitting an application through the library's online digital reservation software, you are agreeing to the terms of Study Room Use and Code of Conduct policies and are releasing the Library from any liability.

Publicity

1. The name, address, phone number, or the likeness of the Delaware County District Library may not be used as the official address or headquarters of an organization.
2. The use of a Study Room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities. Unless the meeting is co-sponsored by Delaware County District Library.
3. Copies of all event publications to be held in the Study Rooms should be provided to the Library. Please send them to pr@delawarelibrary.org or drop them off at the corresponding Branch.

Related Policies:

Acceptable Use

Code of Conduct

Emergency Closing

Community Room Use