

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Barbara & Ed Hemmerling Group Study Rooms  
**POLICY NUMBER:** 6055

### Proposed Policy

The Placentia Library District is committed to providing an environment that is conducive to study and group collaboration. The Library provides our patrons access to the Barbara & Ed Hemmerling group study rooms within the following guidelines:

**6055.1** The purpose of the Library study room is to provide a space for patrons to meet and collaborate. The Library will provide equal access to all patrons. The Library has two study rooms with a capacity of six people per room at one time. There is no charge for use of the study rooms.

- a. Patrons reserving room must be at least 13 years of age and have a current valid Placentia Library card.
- b. Reservations will be held 10 minutes after the scheduled start time. If not present after the 10-minute grace period, the reservation is forfeited and the time slot becomes available to others.
- c. Rooms are reserved for up to two (2) hours/day. Any individuals present in the room during the use period will also be considered to have used their allotment for the day.
- d. There is a maximum of six (6) patrons per room.
- e. Furniture are not to be moved in or out of the rooms.
- f. Maintain a moderate noise level that does not disturb those in adjoining rooms or outside the rooms. Rooms are not soundproof.
- g. Leave the room in good condition for the next patrons, including erasing the whiteboard and disposing of trash.
- h. Rooms are not intended to provide privacy. Library staff may enter rooms as needed for security, maintenance, or other reasons.
- i. Do not leave your valuables unattended in the rooms at any time. The Library is not responsible for lost or damaged personal property.
- j. All rules and regulations as outlined in the District policies, including but not limited to Policy 6020 – Internet and Computer Access, Policy 6040 – Beverage & Food, Policy 6050 – Community Meeting Room, and Policy 6065 – Public Behavior.
- k. Failure to comply with this policy and other library policies may result in loss of study room and/or library privileges.

**6055.2** Patrons will be required to register at the Information Desk and provide a valid library card. Patrons' library cards will be returned after use of the study room.

**6055.3** Rooms are available on first come, first served basis. Reservations can only be made for the same day, in person, at the Information Desk.

**6055.4** Patrons are required to observe all library policies. There is no eating, drinking, and sleeping allowed in the study room. Bottled water is acceptable. Failure to comply with all library policies may result in loss of study room or library privileges.