

Board Motion Number:	2021-10	Date of Review:	2025
Date Approved:	April 19, 2021	Chairperson's signature:	

STUDY ROOM POLICY

BACKGROUND

Study Rooms are available for work or study or small groups to meet without disturbing, or being disturbed by, other library users.

PURPOSE

This policy sets out procedures to ensure fair and equitable access to Study Rooms.

PROCEDURES

1. Study Rooms are available during library open hours on a first-come first-served basis. Rooms remain locked when not in use.
2. At least one person using the room should have an active Oxford County Library card in good standing. A library card must be presented to library staff to gain access to a Study Room.
3. Occupancy limits will be clearly posted.
4. A Study Room may be reserved in advance by telephone, email, online reservation software, or in person. Users may reserve only one of the Study Rooms at a time. Drop-in use of the Study Rooms may be available at times when no reservations have been made.
5. Rooms are reserved for up to two hours. Extensions of time can be made at the discretion of staff based on availability and/or demand.
6. Study Room use is free for personal and non-profit uses.
7. Oxford County Library Code of Conduct applies to Study Room use. The Library reserves the right to deny Study Room use to any individual or group violating the Code of Conduct and/or any Oxford County Library policies.