

Board Motion Number:	2024-15	Date of Review:	2028
Date Approved:	March 19, 2024	Chairperson's signature:	Julia Harris, Chair

STUDY ROOM POLICY

BACKGROUND

Oxford County Library provides study rooms for work or study by individuals or small groups. These rooms support learners and workers in the community and help advance the Library's vision and mission.

Study rooms are provided free of charge for the purposes of quiet, individual use or collaborative small group activities related to education, professional work or other quiet and reflective activities.

PURPOSE

This policy outlines guidelines for the use of Oxford County Library study rooms as a shared community resource available at select library branches.

PROCEDURES

Guidelines for Use

1. Study rooms are part of the shared spaces offered by the Library, as such the Library's *Code of Conduct* applies to use. The Library reserves the right to deny study room use to any individual or group who has misused or violated the *Code of Conduct* or any other Oxford County Library policies.
2. Study rooms are available only during branch open hours. Rooms remain locked when not in use.
3. A study room may be reserved in advance by telephone or email to the branch, or in person at the branch location. Users may reserve only one study room at a time.
4. Drop-in use of the study rooms will be made available when no reservations have been made.
5. Study rooms are available for up to two hours of use each day by those using the room. Extensions of time may be made at the discretion of library staff.
6. 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 the study room.
7. Occupancy limits are established for each room and are clearly posted.
8. Users of study rooms must take care to maintain the condition of the room, furniture and equipment. Users may be held responsible for any damages resulting in misuse.
9. Study room users are responsible for their belongings and are not to leave personal items unattended. The Library is not responsible for lost or stolen items.
10. Study rooms are not sound proof and are intended for quiet study and lower volume conversations and discussions.

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11. Study rooms are not intended as a space for individuals to sleep or rest. Those that do fall asleep or appear to be asleep may be asked to vacate the room.

Acceptable Use

1. Library study rooms provide a study/work environment suitable for a variety of purposes, including:
 - a. Quiet research, study and reading by individual customers or small groups of customers
 - b. Team or group projects
 - c. Customers pursuing literacy or other learning opportunities
 - d. Meetings of discussion groups or other non-profit small groups
 - e. Remote work or virtual meetings

Excluded Uses

1. Study rooms are not to be used as an ongoing or permanent location for any activity, including those that are listed under the acceptable use section of this policy.
2. The following uses of the Library's Study Rooms are not permitted:
 - a. Commercial sales or activities
 - b. Business promotions or advertising
 - c. Religious services
 - d. Or for uses that are not suited to the physical space and limitations of the study room

When special circumstances apply, a request may be made to the CEO/Chief Librarian, or designate.

References and Related Documents:

Oxford County Library Polices

Oxford County Library. (2023, May). *Code of Conduct*.

Oxford County Library. (2024, March). *Library Room Use Policy*.

Oxford County Library. (2024, March). *Oxford County Library Strategic Plan 2024-2028*.