

## Study Room Policy

Study rooms vary across the system; call the specific branch to learn about specific reservation procedures, time limits, and availability.

### Reservations:

1. Study rooms are available for reservation on an equal first come basis.
2. A library card is not required for reservation.
3. A single customer may only reserve 1 study room at a time. Different study rooms have different capacity restrictions; call ahead for group and multiple room bookings to determine if a meeting room application will be required.
4. If a person/group does not show up for their scheduled reservation of the study room, after 15 minutes the Library holds the right to give the room away to a customer who might be waiting.
5. Library sponsored activities take precedence over non-Library uses of the study rooms.
6. The Library reserves the right to change or cancel any study room reservation if circumstances at the Library so demand, including room reassignment based upon size of the group.
7. The Library reserves the right to reject any reservation request if it is determined the customer/group has abused its past meeting or study room privileges.

### Usage:

1. Study rooms are only available during the Library's normal hours of operation. All room usage must conclude 15 minutes prior to the Library's posted closing time.
2. The study rooms shall not be used for any unlawful purpose and meetings shall not disturb normal Library function. All users shall adhere to Boone County Public Library Standards of Public Conduct Policy.
3. In the event that a customer needs to temporarily leave the study room, the library staff will hold the room no longer than 1 hour.
4. The Library is not responsible for any damage or theft of personal items. The study room doors do not lock and any unattended items are the responsibility of the customer. Any items left in the study rooms after reservations will be removed and potentially discarded if not claimed by the end of the following business day.
5. In the event that a customer wishes to cease room usage prior to the end of the reservation period, please notify the library desk staff.

### Liability:

1. Permission to use the study rooms does not, in any way, constitute an endorsement by the Library of the group/person(s) beliefs.
2. Individuals using the Library study rooms shall be required to indemnify and hold harmless the Library, its board of directors, and staff from any and all claims or actions attributable to the use of the Library facilities.
3. Individuals shall hold harmless and indemnify the Boone County Public Library District, its Board of Trustees, and staff from and against any and all liability which may be imposed upon them for any injury to persons or property caused by that organization or any person in connection with that organization's meeting.

4. The Boone County Public Library District, the Board of Trustees, and staff, collectively and individually, are hereby released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of the use of a study room.