



## STUDY ROOM 1

Please see a staff member to request room

### STUDY ROOM GUIDELINES

- Rooms can be reserved in person, by telephone or through our online reservation software on a first-come, first-serve basis.
- The name of the person who is registered to use the room must be physically present in order to continued use of the room.
- If all rooms are in use, there is a 2-hour guaranteed time limit. If there is no demand a patron may extend their time in the room.
- There is a room capacity limit of 6 persons.
- Rooms must be left in clean condition.
- If a scheduled room is cancelled, please advise the library as soon as possible so that others might use the room.
- Rules of conduct apply in the study rooms.

### LATE POLICY

- Room reservations are held for 15 minutes. After 15 minutes the room may be booked for another user.

MISUSE OF STUDY ROOMS AND GUIDELINES MAY RESULT IN LOSS OF LIBRARY PRIVILEGES.