

## **Policy 413**

### **Study Room Use**

Approved: 3/11/2019

Revised: 10/10/2022

Revised: 10/14/2025

The Library offers two study rooms for public use. Room availability and capacity details can be found through our online booking system. Reservations are required and can be made via the library's website or in person at the adult reference desk.

- Study rooms are to be used for informal, not-for-profit, non-commercial purposes to do research or study.
- Users will abide by the AHPL Code of Conduct Policy.
- Study rooms are free to use and can be reserved from the time the library opens, and must be vacated 15 minutes before closing time.
- Reservations can be made up to one week in advance for AHPL cardholders.
- The maximum reservation time is two hours.
- A patron is allowed only one reservation per day.
- Guests of the Library without an AHPL library card, including those with cards from neighboring libraries, may use the study room on a first-come, first-served basis.
- A patron with a reservation who is more than 15 minutes late forfeits their reservation.
- Study rooms will not exceed the capacity limits.
- Furniture may not be removed or added to the study rooms.
- Reserved room time is not transferable to another person or group.
- If you must cancel a study room reservation, please contact the Adult Services Department as soon as possible or cancel your reservation via the booking confirmation email.
- The Library does not assume responsibility or liability for unattended items.
- Library staff will have access to the study rooms at all times.
- The study rooms must be left in the same condition as they were prior to use.

Please note that study rooms are not soundproof.