

## **Study Room Reservation Guidelines**

Study rooms are available at all JCPL Branches.

- Reservations are available to the public with or without a library card. Patrons with a library card can make their reservations online, via phone, or in-person. Users without a library card must make their reservations via phone or in-person.
- Study rooms can be reserved up to two weeks in advance.
- Patrons can make up to two reservations per week across the system. For additional sessions, study rooms are available on a walk-in basis if the room is not reserved.
- Reservations can be made for up to a three-hour period. If there are no other reservations at the end of that session, patrons can extend their session for an additional hour. Additional one-hour extensions are available as needed if there are no new reservations.
- Study rooms are available on a walk-in basis as long as the rooms are not reserved.
- Study rooms are available at no charge.
- Arriving promptly for room reservations helps us serve our patrons efficiently. Reservations may be cancelled, at staff discretion, if patrons do not arrive within 15 minutes of reservation start.