

## **Anderson Public Library Study Room Policy**

### **Study Meeting Room Reservations**

Anderson Public Library provides study room space for public use at the Main Library. Study rooms are available for use during normal library business hours.

Requests for reservations should be made online by visiting the library's website or by calling the Circulation Department at 765-641-2440 during regular library hours.

Cancellations must be done online on the library's website or by calling the Circulation Department at 765-641-2440 during regular library hours. Recurring "no shows" may result in restrictions of future study room use.

The library reserves the right to assign study rooms based on the best use of library facilities and to restrict the frequency of use. Library events take precedence over other scheduled meetings. The library reserves the right to change, cancel, or revoke reservations. If there are changes or cancellations, staff will provide the affected group as much advance notice as possible.

### **Study Room Use and Fees**

The library reserves the right to change capacity restrictions on study rooms.

Study rooms must be cleaned and returned to the original setup and the study room key returned to the Circulation Desk by the end of the reservation time or a \$50 fee may be charged.

Study room use must not disrupt other library customers.

Customers must read and agree to the Study Room Policy.

### **General Information**

Study rooms are locked when not in use. Customers must obtain a key for their assigned study room at the Circulation Desk.

The library is not responsible for personal items brought into the study rooms and personal items may not be left in study rooms between reservations.

Drinks are permitted in the study rooms per the Food and Drink Policy.

Food may be permitted in study rooms by library staff upon request. Foods are limited to pre-packaged snacks, finger foods, or wrapped items that are odor-free and unlikely to leave stains, such as granola bars, nuts, and pretzels. Smelly, messy, or sticky foods are not allowed.

Glitter is not allowed in study rooms.

Approved by APL Board of Trustees 1/20/2021.