

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

Lights must remain on and the door unobstructed during use of a room.

The library reserves the right to change capacity restrictions and time limits of study rooms.

Customers must be 14 years old to reserve a room.

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.

Reservations will be held for 15 minutes and then rooms will be assigned to another customer.

Room must be vacated 15 minutes prior to Library's scheduled closing time.

The Study Room Policy will be available in each room.

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, revised 3/17/2021