



**MANISTEE COUNTY LIBRARY**  
**95 MAPLE STREET, MANISTEE MI 49660**  
**P: (231) 723-2519 F: (231) 723-7280**  
**WWW.MANISTEELIBRARY.ORG**

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## **Study Room Policy**

### **I. Purpose**

In keeping with Manistee County Library's mission of providing free and equitable access to information, materials, and services, including public use space, the Library has established one (1) study room that is intended for Library-sponsored or co-sponsored activities, or small group and/or individual use.

Library patrons and visitors may use the rooms for study, tests, meetings, and interviews; commercial activities may not take place in the study rooms.

### **II. Reservations**

A. Rooms may be reserved on the Manistee County Library Website, in-person at the Circulation Desk or via phone up to one week in advance on a first-come, first-served basis.

B. Individuals or groups may only have one study room reservation at a time. The maximum occupancy of the study room is twelve (12) people.

C. Individuals requesting a study room reservation must be 18 or older and present either a Manistee County Library card or a valid photo ID for non-patrons.

D. Rooms may be reserved for up to two (2) hours with a maximum of one 2-hour block of time per day per user.

E. Study rooms not occupied within 15 minutes of the reservation time will be considered canceled and available for use.

F. Study rooms left unattended for more than 15 minutes will be considered vacant and available for use; any personal items left will be placed in the Library's lost and found or turned over to the Police Department.

G. Patrons are expected to vacate the room if another reservation is scheduled for the room. There is a two (2) hour time limit for study room use to accommodate all users. This time limit may be extended at the discretion of library staff for activities (such as test taking) with specific time requirements, and if no individual or group is waiting to use the room.

H. Individuals who wish to reserve the study room must sign the library's Study Room Agreement prior to use.

I. A group or individual requesting the study room for more than one session must submit, in writing, a specific list of dates and times.

### **III. Rules for Use**

A. Individuals or groups using this space must adhere to the Library's Code of Conduct policy and the Study Room Agreement. Individuals or groups who do not adhere to the Code of Conduct policy and Study Room Agreement may be asked to leave the study room and may be restricted from reserving the study room in the future.

B. The study room may accommodate no more than twelve (12) individuals.

C. The study room is not soundproof; as such, individuals should be considerate of other library users and any noise or conversations should take place at a low volume.

D. Furniture may not be moved in or out of the study rooms.

E. Only dry snacks and drinks with lids (i.e. water bottles) are permitted in the study room. Users are responsible for disposing of all trash and any food debris.

F. Study rooms should be left clean of personal items, papers, trash, and other materials.

G. Children under the age of sixteen (16) may not be left unattended in a study room.

H. Groups are responsible for maintaining order. Any damages to the study room will be the responsibility of the user and will be billed back to the person completing the application.

I. Security of the group's equipment and personal possessions will be the responsibility of the group or individual making the reservation. Library staff cannot be responsible for the possessions of a group or individual using the study room.

J. The study room is available during the hours the Library is open. It is the person in charge and/or applicant's responsibility to watch the time and ensure meetings are over at least 30 minutes before the library closes so that all attendees have vacated the building within the Library's posted open hours.

K. The library Director reserves final authority to approve or deny the use of the study room.