Effective Date: July 19, 2000 (Rev. 02/20/2002) (Rev. 07/16/03) (Rev 04/01/08) (Rev 12/18/13) (Rev 6/17/15) (Rev 08/21/19)

Summary: This document outlines the rules for use of the Indian Creek Library study rooms.

Policy: The Indian Creek Library has eight (8) study rooms (six (6) 4-person and two (2) 8-person). The rooms are available to library customers or staff needing to meet in a group setting of no more than four (4) to eight (8) people; or as a quiet study area for reading, private study or tutoring. All customers reserving a room are expected to read and follow this policy that is posted in the room. Failure to comply with the following rules will result in loss of study room privileges.

1. Customers must register on the olathelibrary.org website on a first come first served basis. Each customer is allowed to reserve a room no more than three (3) months in advance and not to exceed four (4) reservations per week.

2. A customer reserving a room must provide a current, verified library card in good standing and be at least sixteen (16) years old. The customer reserving the room is responsible for the condition and conduct in the room.

3. The room will be held for fifteen (15) minutes past the reservation time. Failure to notify the library of a cancellation at least twenty-four (24) hours in advance of the reservation time may result in loss of study privileges.

4. Food is not permitted in the study rooms. Drinks must be in closed containers.

5. A customer may reserve a study room for a two (2) hour time block per day. Time may be extended beyond two (2) hours (not to exceed four (4) hours a day) if others are not waiting.

6. Customers are expected to adhere to the library behavior policies at all times (Administrative Regulation #10-004-00).

7. The door must remain closed during meetings and conversation should be kept to a level that cannot be heard outside the room.

8. Additional furniture may not be moved into the study rooms. No alterations may be made to the rooms and nothing may be attached to the walls. Doors must remain unobstructed and windows uncovered. Customers must return the room to a neat and orderly condition: chairs pushed into table; tabletop and floor cleaned of debris; excess trash removed.

9. Costs for damage to the room will be added to the library card record of the person who reserved the room.