



Study Room Policy

Policy Statement

The Shelby Township Library has five study rooms available for study and/or collaborative work. The following policies apply to all study rooms.

1. Study rooms are available on a first-come, first-served basis and cannot be booked in advance.
2. Users must check in at the Information Desk and check out at the end of their session.
3. Use is limited to individuals and not for profit groups. Study rooms are not for social functions nor for sales.
4. Maximum seating capacity of this room is limited to 8 individuals.
5. Furniture must remain in each room. No additional chairs may be moved into the rooms.
6. A glass board is available for group use. Only the library's markers and eraser may be used on the board. Nothing may be posted on the walls, doors, or windows of the room.
7. Users of the study rooms will abide by the *Patron Code of Conduct*. Any use that violates the Patron Code of Conduct may result in the loss of study room privileges.
8. Covered beverages are permitted in these rooms. Food may only be consumed in the hallway near the entrance of the library.
9. Those who use study rooms must occupy them. Items left in an unoccupied room will be considered abandoned after 20 minutes and may be removed by staff. The library is not responsible for unattended personal items.
10. Study rooms must be vacated ten minutes before closing.

Approved by Library Advisory Commission 01/18/2024

Adopted by Board of Trustees 02/06/2024