



## **Study and Collaboration Room Policy**

Adopted November 15 2018; Rev. and adopted July 22, 2021; Rev. and adopted March 30, 2023;  
Rev. and adopted May 22, 2025

### ***Statement of Purpose***

The North Richland Hills Library has six study rooms and two collaboration rooms available as a shared resource allowing equitable access to library users. The North Richland Hills Library Patron Behavior Policy applies at all times, including to library users in the rooms. Use of rooms does not constitute the Library's or the City of North Richland Hills' endorsement or approval of purpose of use.

### ***Priority for Use of Rooms***

Priority for use of the rooms shall be the following:

1. Library events and classes or programs in which the Library is a sponsor, participant, or cooperative agency
2. City Departments
3. Library users with reservations
4. Library users without reservations

The Director of Library Services and Adult Services Department reserve the right to modify or cancel reservations at any time based on Library and community priority or needs. If possible, Library staff will attempt to give advance notice in the event a study room reservation needs to be canceled, rescheduled, or moved.

### ***General Rules of Use***

The following Rules of Use apply to all room users:

1. Any person or group registered as a patron with a non-restricted account and holding a current, library card may use the rooms at the North Richland Hills Library.
2. Please note that the 2<sup>nd</sup> floor is the quiet floor and that this designation applies to rooms on the 2<sup>nd</sup> floor.
3. The Haruki Murakami and Toni Morrison collaboration rooms may be reserved solely for groups of 4-10 people.

## North Richland Hills Library Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 am – 8 pm	10 am – 8 pm	10 am – 7 pm	10 am – 7 pm	10 am – 5 pm	10 am – 5 pm

4. Rooms are available only during hours the library is open. Users must exit rooms 10 minutes before the library closes.
5. The reserved room will only be opened if the individual who made the reservation is present.
6. Cleanup must be included in the reservation time. Users must return the study rooms to their original arrangement and return all borrowed materials or resources to the Reference or Circulation desks, if applicable.
7. Food and covered drinks are allowed in the rooms.
8. The library is not responsible for lost or stolen items. Items left unattended in the rooms will be considered lost and placed in the library's lost and found.
9. Abuse of the facilities, violation of the Study and Collaboration Room Policy, or failure to comply with the decorum consistent with the Library's Patron Behavior Policy may result in denial of future use of library facilities.
10. Users are responsible for any damages made to the room. Any damages to the room, facilities, or their contents will be charged to the user or user's guardian if the user is a minor, and the charges will be based on the cost of cleaning products, supplies, and services required to repair the damages. Charges for any damages must be payable to the City of North Richland Hills.

### **Reservations**

The Director of Library Services and Adult Services Department of the North Richland Hills Library shall have overall responsibility for study and collaboration room reservations and room use.

- Users aged thirteen (13) or older may reserve rooms up to seven days in advance online, by phone at 817-427-6814, or in person at the Reference desk. Library users without a reservation may verify availability of study rooms and then make a reservation at the Reference desk.
- Library users may have up to four room reservations in a rolling seven-day period. Each reservation may not exceed four hours.
- Library users must check rooms in and out at the Reference desk or the Circulation desk. Users must modify reservations through the Reference desk.
- If a room reservation is not claimed within 15 minutes, staff will cancel the reservation and make the room available to others without notification. Library users are responsible for notifying staff of late arrival or cancellation.

	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	Window	Room Capacity
<b>Virginia Woolf</b>		✓		2
<b>Sandra Cisneros</b>		✓		2
<b>Edgar Allen Poe</b>		✓		2
<b>Langston Hughes</b>		✓	✓	2
<b>Jane Austen</b>	✓		✓	4
<b>Ernest Hemingway</b>	✓			4
<b>Haruki Murakami</b>		✓		4-10
<b>Toni Morrison</b>		✓		4-10