



## Study Room Policy

### **Statement of Purpose**

The North Richland Hills Library has six study 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 study rooms. Use of study 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 study 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

The Library Director and Adult Services Department reserve the right to modify or cancel reservations at any time based on Library and community priority or needs. 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 study room users:

1. Study rooms have a maximum capacity of six people.
2. Study rooms are available only during hours the library is open. Users must exit study room before closing time.

Library hours are:

Monday – Thursday	10:00 a.m. – 7:00 p.m.
Friday	10:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.

3. Each study room has one table, chairs, and a whiteboard. Cleanup time 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.
4. Food and covered drinks are allowed in the study rooms.
5. The Library is not responsible for lost or stolen items. Items left unattended in the study rooms will be considered lost and placed in the library's Lost and Found.
6. Abuse of the facilities, violation of the Study Room Policy, or failure to comply with the decorum consistent with the Library's Patron Behavior Policy may result in denial of future applications for use.

7. Users are responsible for any damages made to the study room. Any damages to the study room facilities or their contents will be charged to the user 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.

### ***Eligibility of Use***

Any person or group may use the study rooms at the North Richland Hills Library.

### ***Reservations***

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

- Users age thirteen (13) or older may reserve study 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 at the Reference desk.
- Library users must check study rooms in and out at the Reference desk.
- Library users may reserve study rooms a maximum of four (4) hours per day, four (4) times per week.
- A study room reservation not claimed within 15 minutes will be considered canceled and available to others. Library users are responsible for notifying staff of late arrival or cancellation.
- A study room left unattended for more than 30 minutes will be considered vacant and available to others.