

STUDY ROOM GUIDELINES

Study Rooms numbered 1-2 at Main may be booked ahead of time with a library card and are available for use on a first-come, first-served basis. You may reserve a space online or at the Reference Desk at Main.

How do you schedule the room?

The Study Rooms may be booked ahead of time, up to 3 days in advance, with a library card and are available for use on a first-come, first-served basis. You may reserve space at the Reference Desk at Main or online. Study Rooms may be reserved in 30-minute increments for up to 3 hours a day.

Patrons must check in and check out at the Reference Desk.

To use a Study Room, patrons are required to provide:

1. a valid adult CCPL library account and be aged 18 & older. Children under the age of 18 may not utilize rooms without an adult.
2. a photo ID (Driver's License, State ID, Military ID, or passport).

The patron will be given a key to the Study Room, and the library will hold the photo ID at the Reference Desk until the booking ends. The patron will return the key, and the photo ID will be returned to the patron.

Rooms remain locked during use. The door remains locked from the outside. The door remains unlocked from the inside so patrons can leave the room.

Study Rooms have a maximum capacity of 2 people.

Study Rooms are not soundproof, so noise must be kept to a minimum.

All library policies will be in effect in the Study Rooms, including the Code of Conduct.

What may you use the Study Rooms for?

The primary purpose of the Study Rooms is to provide space to meet and work including but not limited to: tutoring, exam proctoring, homework assignments, interviews, meetings, mentoring and counseling.

No entrance fee may be charged, no collection or registration may be taken, and no purchase may be required or advertised by individuals/groups in the Study Rooms.

The Study Rooms are not for personal phone calls, video gaming, entertainment, or social gatherings (graduation parties, weddings, and birthday/anniversary parties). The Study Rooms are not to be used as a base of operations for any club, business, or organization.

An adult with children may not occupy a Study Room for the sole purpose of keeping the children under control.

The Study Rooms may not be used for sales, advertising or promotional activity. Fees may not be charged by tutors using the Study Rooms and use of the Study Rooms by paid tutors/trainers for profit is prohibited.

Study Rooms should not be used in any way that interferes with regular library services and operations, or which causes a threat to the safety of library employees, patrons or property.

When may you use the Study Rooms?

Study Rooms are available during the library's regular hours of operation. Study Rooms may be used during times when they are not in use for library-sponsored programs and activities. Individuals/groups may use Study Rooms on a first-come, first-served basis. Rooms may be used by the same group or individual for up to 3 hours per day (*and booking time may be extended, if there aren't others booked to use the space). All patrons must vacate the Study Rooms 15 minutes before the library closes.

Room disputes will be handled by library security. If you are scheduled to use a study room and the person currently occupying it has stayed over their reserved time, and no other room is available, let library security know or ask a staff member to call security. Please do not confront the person yourself.

Additional Rules:

The Study Rooms are intended for use by a maximum of 2 people. Users are not to exceed each room's posted seating capacity. Furniture may not be brought into or removed from a study room.

The library will not provide storage for patrons using the Study Rooms. Patrons may not leave their possessions in a study room during their reservation time to get lunch, run an errand, etc. Patrons may leave the Study Rooms to find library materials or seek assistance from

library staff. However, the library does not assume responsibility for the security of personal possessions.

Users may not tape or tack materials to study room walls or windows. Windows in the rooms may not be covered at any time.

Patrons who use the Study Rooms are expected to leave the rooms in their original order, free of trash.

The library permits light snacks and beverages, such as those purchased from the provided vending machines (Main). However, no outside food is allowed in the library.

Study room users must keep noise levels to a minimum so as not to disrupt other library users. If the noise level becomes disruptive to others, the study room occupants may be asked to vacate the room.

Study Rooms are intended to be quiet places for the public to use, however - there is no guarantee of complete quiet as the rooms are not soundproof.

Use of the library's Study Rooms does not constitute the Clark County Public Library's endorsement of viewpoints expressed by the room's occupants. Advertisements or announcements implying such endorsement are not permitted.

Patrons may not use another patron's library card to book time in the rooms over the 3-hour limit for a day.

Library security staff has discretionary authority to remove users from Study Rooms should behavior be inconsistent with the room's purpose and/or is disruptive to others.

Failure to abide by the policies and rules established for Study Rooms will result in suspension or termination of an individual's Study Room privileges.

This policy may be changed at any time.

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