

Universal City Public Library Study Room Policy

Universal City Public Library offers two small group study rooms for public use. Their intended purpose is for study, work, quiet activity, or small group collaborative work. Use of the rooms is not permitted for any other purpose. Individuals must be 16 years of age or older to use the rooms. The rooms accommodate four people maximum per building and fire code and all exits shall be unlocked and unblocked.

- The library accepts reservations for study rooms up to one month in advance. If there is no prior reservation, study rooms are available on a first-come, first-served basis.
- There are no time limits on use of the rooms, but the library reserves the right to impose a limit when necessary to manage resource demand.
- Study rooms open at the beginning of each library operating day and must be vacated 15 minutes prior to closing.
- No selling of merchandise or services or exchange of funds is allowed in the study rooms. No registration fee, donation or monetary solicitation may be sought from any persons utilizing the rooms.
- No business may operate from a study room. This includes but is not limited to posting signage, setting up a storefront, or selling physical products.
- The library will not serve as a point of information referral for patrons that may have questions regarding individual use of study rooms.
- Study rooms are not soundproof or private. To avoid disturbing patrons using adjacent rooms, low level talking and headphones are required when using audio. If the noise level of voices, electronic devices, or other activities disrupt other users of the library, library staff may ask the individuals to mitigate the noise level, cease the disrupting activities or to leave the premises.
- Misuse or damage of the study rooms will result in the loss of study room privileges. Destruction or defacement of library property will not be tolerated, and the individual will be required to bear the cost of any damage to the study room or its contents.
- Any arts and crafts projects that include paint, glue, glitter, hot glue guns, permanent markers, essential oils, wax, or any other type of material that can cause damage is prohibited.
- No nails, tack, tape, or holes of any kind are to be put in or on the walls. Nothing may be attached to the walls, ceilings, floor, or furnishings.
- All study room users are subject to the Library's *Patron Code of Conduct*. Staff reserves the right to request an individual to leave the premise should an individual's conduct not

be in conformance with this Code. This decision may be appealed to the Director whose decision is final.

- Users of the study rooms are expected to leave the rooms clean and in their original order. Furniture should remain in place. No furniture may be moved out of the rooms, or other furniture from the library brought into the rooms unless authorized by a member of staff.
- The library is not responsible for the loss of, or damage to, individual belongings left unattended in a study room. Study rooms may not be used for storage of equipment, supplies, or personal effects prior or after use of space.
- Lights must be left on at all times and doors unlocked while occupied for safety and security reasons.
- Per the Library's *Unattended Children Policy*, children may not be left unattended in the study rooms.
- No food is allowed in the study rooms, such as packaged snacks, cookies, sandwiches, catered meals, pizza, pasta, salads, or any other food items with strong scents or staining capabilities. Drinks are permitted in the rooms but are limited to containers with a well-secured lid. No purple, pink, red, or blue drinks are allowed.