

Study Room Procedure

Purpose

The L.E. Phillips Memorial Public Library Youth Services Division has one Study Room available to its patrons. The primary intention of this room is for the use of children under 19 or by adults working with children. No products, services or memberships may be advertised, solicited or sold in study rooms, except for educational services provided by paid tutors.

Reservations and Room Use

Reservations may be made for the Study Room up to one month in advance, and walk-ins are welcome if the room is vacant. The Study Room may be reserved either in advance or at the time of use with a valid Library Card, or using a Guest Pass with a valid ID. To make a reservation, please call Youth Services at 715-839-5007 or come to the Youth Services Desk. The Study Room has a maximum capacity of four people. Responsibility for the room lies with the person who reserves the room.

Time limits

The Study Room is available during library hours of operation. The room may be used by an individual or group for one hour per day, and if there is no one waiting, time may be extended for up to a maximum of two hours per day.

Please be on time. If you have reserved the Study Room time and are more than 10 minutes late, or leave the room for more than 10 minutes without notifying a staff member, your time may be given to someone else. Please do not leave valuables unattended in the Study Room as staff will not be responsible for them.

Use of the room ends 15 minutes prior to the library closing.

Conduct

Appropriate behavior is expected in the Study Room at all times, and all general library policies and rules apply in all areas of the library including the Study Room.