

# Mooresville Public Library

## Study Room Policy

Study rooms are available to the general public. The following restrictions and policies apply to the use of these rooms.

### 1. Purpose

The study rooms are designed to provide a quiet area of study for individual or small groups. The fundamental purpose of these study rooms is to provide a suitable environment for research, study, and reading.

Study rooms are not for social gathering. Appropriate library behavior is expected. (See Library Behavior Policy)

### 2. Qualifying Organizations

Individuals and small groups whose purposes are limited to civic, cultural, or educational objectives may use the study rooms. *For-profit* use is permitted under limited circumstances consistent with the Library's objective of providing a suitable learning environment for research, study, and reading. One example of an approved *for-profit* use is a *paid tutor*.

Preference will be given to Brown Township cardholders, i.e., patrons/ residents living in Brown Township and the city limits of Mooresville or current PLAC cardholders. Study rooms may be used by cardholders at the discretion of Library staff:

- students and volunteer tutors (priority)
- individuals or small groups
- tutors being paid for their services
- Persons not living in the Library district.

The following uses are expressly prohibited of the library community or study rooms:

- Persons buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) for cash or other consideration (except in support of the library)
- Political rallies or meetings, religious services or instruction and personal or family events.

### 3. Time Limits

Study room use is limited to two hours when someone else is waiting to use the room. If no one is waiting, the room may be extended for one (1) additional hour for a three-hour maximum.

All study rooms are to be vacated 30 minutes prior to Library closing time. (See scheduled hours).

### 4. Use by Tutors and Students

Student cardholders of the Mooresville Consolidated School Corporation, Mooresville Christian Academy, or who are home-schooled by a taxpayer in the Mooresville Public Library's service district (Brown Township) may be tutored by paid tutors in study rooms under the following conditions:

- Tutors being paid for their services may not reserve study rooms in advance, study rooms are considered as a *first come, first serve in this scenario*.
- Usage by any person may be extended for one hour, for a 2 hour maximum, if no other party needs to use the study room.
- Paid tutors may use a study room for a maximum of 5 hours per week, at the discretion of Library staff. Library staff is not permitted to handle private individuals' payments for tutors' services.

### 5. Reservations

Reservations (other than a tutor accepting a fee) may be made up to 2 weeks in advance.

The following Mooresville Public Library Procedures and Policies apply to the study room:

- Unattended Children's Policy, Computer Usage; Library Behavior, Circulation Policy and library hours.
- The age restriction requirements are that an adult (18 years or older) must remain in the study room A with children under the age of 14 years old.
- For the safety and well-being of students between the ages of 14-18 years old, only Study rooms B or C will be available to use. Users must respect and follow all Mooresville Public Library Procedures and Policies. No more than 2 students may occupy the room at one time, unless previous arrangements have been made with the Director or Youth Services Librarian.

If a user is ten minutes late for their reserved time and another patron is waiting to use a study room, the reservation may be forfeited.

## 6. *Locking*

The study rooms will be locked when not in use. Keys are available at the Checkout desk. You must register either at the Circulation or Reference desk, or online. A key will be assigned to the cardholder and it must be returned to the Checkout or Reference desk after each use. **If the key is lost or not returned, the borrower will be charged \$10.00 for the replacement cost.**

## 7. *Behavior*

Patrons may be asked to leave if they disturb others or engage in destructive or inappropriate behavior. Study rooms are not for social gathering. Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room. If users do not follow library policies, the library staff will ask users to leave the study room(s).

Please observe the request that all drinks have lids or caps. These rooms are designed for study and research. All trash is to be placed in a designated trash receptacle. Any spills or damages must be reported to the staff at the circulation or reference desks.

If study rooms are vacated for more than 20 minutes, patrons are asked to remove all their personal belongings, return the key to the Checkout Desk, and alert Library staff that they are vacating the study room. Items left for longer than 20 minutes may be removed by Library staff. The Library staff will secure and label items collected from the study room and place them behind the circulation desk. The owner of said items must identify articles in order for the staff to release said articles/items.

The library staff strives to provide a safe environment; however, it is not the responsibility of the staff to ‘police’ and ‘baby-sit’ users of the library. If a situation warrants the police to assist with behavioral issues, the staff will contact the Mooresville Police Department.

## 8. *Lost Items*

The Library is not responsible for the loss of or damage to personal items.

*Approved and adopted by the Mooresville Public Library Board on February 06, 2006; reviewed & revised June 2021.*