



Group Study Room Policy

Approved November 16, 2016

The Mount Laurel Library Group Study Room is intended for group work for 1-6 persons such as student study sessions and short meetings.

Groups will adhere to the Library Code of Conduct Policy and keep noise levels consistent with the proper atmosphere of the Library. Any materials left in the room will be moved to Lost and Found at the check-out desk.

Users of the study room must clean up after themselves and leave the room in good condition. The person who reserved the room is responsible for the orderly conduct of the group and is liable for any damage to library property and/or equipment. Failure to abide by library rules and policies may result in termination of study room privileges.

Tables and chairs may not be moved into or removed from the study room without permission from staff. The door may not be blocked and the window may not be covered. Children under the age of 14 are not permitted to use the study room without someone older than 14.

Reservations:

The customer reserving the room must be 14 or older, part of the group using the room, and possess a full-service Mount Laurel Library card in good standing. Use of the study room is limited to two hours per session. A group may sign up for one or two sessions per day. A canceled session does not count for that day. At the end of the session, if no other group has reserved the room, a group may reserve it for an additional session.

- Individuals using the study room without reserving it will be asked to leave.
- Reservations may be made in-person, through the library's website, or by calling the Info Desk. Customers will be asked to provide their name, email address, and the date and time they wish to reserve the room.
- Reservations may be made up to seven days in advance. A maximum of four advanced reservations may be made at once.
- Reserved rooms will be held 15 minutes beyond the reservation time. Customers who are unable to keep their reservation are asked as a courtesy to contact the Info Desk so that the room may be made available to others. Repeated no-shows may lose their study room privileges.
- A vacated room will be considered abandoned after 15 minutes and assigned to the next group.
- The library reserves the right to assign the study room for library-sponsored programs or meetings.