

W.J. Niederkorn Library Study Room Policy

The W. J. Niederkorn Library provides study rooms to support quiet study, collaboration, and a variety of educational, professional, and social needs in a welcoming environment. There are 3 rooms available for patron use during library hours: Study Room; Telehealth Room; and Conference Room.

Room Details

- **Room Capacities**
 - Telehealth Room: 2 people
 - Study Room: 4 people
 - Conference Room: 8 people
- Patrons are responsible for bringing any additional equipment or supplies they wish to use. Some equipment is available for checkout from the desk.

Rules of Use

- **Eligibility and Use**
 - Patrons high school-aged and older may use the study rooms.
 - The patron who reserves the room must remain present for the duration of the reservation.
 - Limit of four hours of use per week per person. This may be 4 hours at one time or broken into shorter sessions.
 - The library may adjust room assignments based on group size, availability, or operational needs to best accommodate all patrons.
 - The library reserves the right to terminate any room reservation at any time.
- **Making a Reservation**
 - Rooms may be reserved through the library's website, by phone, or in person.
 - Reservations may be made up to 3 months in advance of the reservation date.
 - Patrons must check in at the desk and show their library card or photo ID to use a room.
 - Reservations will be held for 10 minutes past the scheduled start time. After that, the reservation will be forfeited and the room made available to others.
- **Room Conduct and Care**
 - Rooms may not be left unattended. If a room is vacated for more than 10 minutes, the library may remove any belongings and return the room to available status. The library assumes no responsibility or liability for items left behind.
 - No additional furniture may be brought in or removed from rooms without approval from library staff.
 - Noise from the rooms must not be disturbing to other library patrons.
 - Patrons are responsible for the condition of the room and any damage caused to library property. Rooms must be left in clean condition upon departure.
 - Rooms must be vacated 15 minutes prior to the library building closing time.

Patrons who violate this policy may be asked to end their use of the room at the discretion of library staff. Repeated violations may result in the suspension of room privileges.