

Spencer County Public Library
Quiet Study Room Policy

Quiet Study Room Use and Purpose

The Trustees of the Spencer County Public Library offer a Quiet Study room for individuals or small groups who require a quiet place for reading and studying. Patrons of all ages are welcome to use the room, reservations for patrons under 18 must be approved by library staff.

The Quiet Study room may be used for small group activities such as unpaid tutoring, study groups, book discussion groups, job searches, applications, and interviews.

The Quiet Study room cannot be used for paid tutoring or commercial purposes (including, but not limited to, offering or solicitations of goods, services, or memberships). The room is not meant to be the regular meeting place of any group or organization.

Quiet Study room usage is generally on a first-come, first-served, walk-in basis unless a reservation has been made in advance.

If the Quiet Study room is not reserved, walk-in patrons can sign in at the front desk to request a time slot to use the room.

The Quiet Study closes twenty (20) minutes before the library closes each day.

The room has a maximum occupancy of eight (8) patrons at any given time. Noise levels must be maintained at a minimum, ensuring that no sound is audible outside the room. Any behavior that disrupts regular library activities or violates library regulations is strictly prohibited.

No food is allowed in the study room. Only water in containers with a lid is permitted. Persons who misuse the Quiet Study will be asked to leave and may have future room use privileges revoked.

Doors should not be blocked, and windows and doors in the Quiet Study room should not be covered at any time. No items should be taped, tacked, stapled, nailed, or glued to the walls, windows, doors, floors, ceiling, or furniture.

Anyone using the Quiet Study room is responsible for leaving it in the same condition in which they found it. Furniture may not be brought into or removed from the Quiet Study without approval from library staff.

Smoking, vaping, or using an open flame is prohibited on library property.

Reservations

Reservations may be made up to one month in advance online, in person, or by phone. The Quiet Study room may only be reserved for two (2) hours per day and four (4) hours per week unless approved by the director or designated staff.

The library reserves the right to cancel reservations for operational reasons or if an emergency exists. The Library Director is authorized to deny permission to use the library Quiet Study room to any group that is disorderly or violates these regulations. If patrons need to cancel a reservation the Library asks that they cancel as early as possible. A reservation may be forfeited if a patron is 20 minutes late for a reserved time and another person is waiting to use the room.

Each group using the room will receive a copy of the Quiet Study room policy.

Liability Statement

1. In consideration for the use of the Quiet Study room, each organization agrees that:
 - a. It will pay for all damage to any Spencer County Library Property resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its members.
 - b. It will hold harmless the Spencer County Public Library Board of Trustees and its employees from and against any and all liability which may be imposed upon them for any injury to persons or property caused by the organization or any person in connection with a meeting.
2. It is understood that the Spencer County Public Library assumes no responsibility for any property placed in the library in connection with library use and that the Library Board of Trustees and employees are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property, which may be sustained because of room usage.
3. Lost or damaged Library equipment must be replaced; the person making the application to use the room is held responsible.
4. This policy statement is subject to amendment or exception at any time by the Spencer County Public Library Board of Trustees.

Adopted 2017
Reviewed 2019, 2021, 2024
Amended 2024

SCPL Library Board

Date

SPENCER COUNTY PUBLIC LIBRARY
QUIET STUDY ROOM RESERVATION FORM

Organization _____

Date of Meeting _____ Time of Meeting _____

Purpose of Meeting _____

Estimated Attendance _____

Name and title of the Person applying (**Please Print Clearly**)

Address _____

Telephone _____

Email _____

Signature **X** _____

-----*Library Only Below this Line*-----

Staff _____ Date _____