

# Community Library Network<sup>®</sup>

KOOTENAI & SHOSHONE COUNTIES

## STUDY ROOM POLICY

Board Approval Date: March 15, 2018

The Community Library Network provides study rooms at all buildings except for Harrison. Study rooms are available for short-term use by individuals and small groups for educational or civic purposes during regular library operating hours on a walk-in basis.

The study rooms may be checked out through the library's circulation system. A Community Library Network library card is required, but a driver's license or school id with picture may be used at the discretion of the library manager.

### Guidelines

1. Study room use is limited to once a day by the same individuals or groups.
2. Study rooms will not be used for commercial purposes, or by those with a commercial intent as indicated by traffic to and from a study room, materials of commerce, communications inviting business contact, etc.
3. Groups must comply with the occupancy limit posted for each room.
4. Study rooms are checked out for two hours. The time limit may be waived if there is no other demand for the room or until the room is requested. In no case should use extend beyond four hours.
5. Conversations should be kept to a level that cannot be heard outside the room.
6. The library assumes no responsibility for personal property left in a study room.
7. Covered drinks are allowed in study rooms, but food is not.
8. Failure to leave the room as found may result in the loss of study room privileges.