

Study Room Use Policy

Wahoo Public Library

Purpose:

Study rooms are available at Wahoo Public Library during regular hours of library operation unless prior arrangements have been made with library director. Study rooms are intended for use by students, tutors, or others seeking a quiet study atmosphere. At staff discretion the meeting room spaces in the library may also be used for study room purposes.

Eligibility: Patrons must be at least 14 to use library study rooms. Anyone under 14 must be accompanied by an adult. A room can be reserved for a specified 2 hour period

- ✚ Patrons may reserve study room space by contacting the library by phone (402)443-3871.
- ✚ A patron may make no more than 2 reservations per day.
- ✚ Patrons with reservations must arrive no later than 10 minutes after the start of the reserved time. After 10 minutes the reserve is forfeited & library staff may assign the room to another patron.
- ✚ All users must sign in at the front desk when starting use of a study room & sign out when finished.
- ✚ No more than 2 people may occupy a study room unless staff permission is received for an exception.
- ✚ The user is responsible for the condition of the room. Immediately upon entering the user must inspect the room & report any previous damage, graffiti, etc. to the Circulation Desk personnel.
- ✚ The Wahoo Public Library is not responsible for any lost or stolen items from a study room.
- ✚ If a user must leave for more than a 10-minute time period the room must be cleared of all belongings and may be offered to another user.
- ✚ Windows on the study room must remain uncovered. No furniture may be moved in or out of Study Rooms without staff permission.
- ✚ Only light refreshments and covered drinks are allowed in study rooms.
- ✚ No sitting on counters of study room is allowed.
- ✚ Study rooms must be vacated 15 minutes before closing time of the library.
- ✚ Any misuse of the Study Rooms or violation of other library policies may restrict patrons from future use of these facilities.

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