

# **Fort Dodge Public Library**

## **Study Room Use**

### **Policy Statement**

The Fort Dodge Public Library offers rooms for individuals needing a space for quiet study or for small groups to work together.

### **General Policies**

Library study rooms are available at no charge for use by individuals and small groups.

Study rooms may not be used for fundraising, selling merchandise, or other commercial purposes, including, but not limited to, transacting business or soliciting customers or clients. Study rooms may be used for employee interviews, employee work groups, or other work-related meetings as well as by individuals tutoring others.

Study rooms are available on a first come, first-served basis. The library reserves the right to limit the use of rooms as needed.

The library's Conduct in the Library policy governs behavior in all study rooms. Users not in compliance will be asked to leave. Repeated violations may result in suspension or loss of library privileges.

The library's study rooms are not soundproof so discussions must take place at a quiet, conversational level. Users should limit conversations of a private or confidential nature as privacy cannot be guaranteed.

Study rooms must be vacated no later than fifteen (15) minutes before the library closes.

Children under the age of eleven (11) are not permitted to use a study room without an adult in the room with them.

Study room users are responsible for any damage to rooms/library property that occurs while they are using the room.

The library is not responsible for any damage to, loss, or theft of an individual's property that is left unattended in a study room.

Approved 01/24/2001  
Revised 09/26/2011  
Revised 11/28/2017  
Revised 09/27/2021