

# Study Room Policy

Fond du Lac Public Library

Board approved: November 21, 2024

Previous Policy dated: September 19, 2024

The intention of library study rooms is to provide a quiet space that provides privacy for an individual or duo for a specified time. The policies below are intended to make spaces broadly available for the general public.

The “Shared Office Space” and “Seefeld Room,” are considered Meeting Rooms and are available for any group of 3 or more people, by reservation. (For more information, please refer to the Meeting Room policy.)

Fond du Lac Public Library’s Appropriate Behavior Policy applies to programs or meetings held within meeting and study rooms. Use of meeting and study rooms should not interfere with the normal functions of the library. Exceptions to the Meeting and Study Room Policy may be made at the discretion of library management.

Repeated violations of these or other library policies could result in action including, but not limited to, suspension of study room privileges. Customers who refuse to comply with any of this policy may be asked to leave the premises for a period of time. Egregious or frequent problems may result in a no-trespass order being issued by the Fond du Lac Police Dept.

Library staff will contact police if it is determined anyone’s health or safety is at risk.

1. Individuals or organizations are limited to a maximum of 3 hours per day. Patrons may request additional time if study rooms are not in use or other patrons are not waiting.
2. Study rooms are available on a first come, first served basis and cannot be reserved, with the exception of the Zoom Room.
3. Study rooms are not soundproof. Noise should be kept at a level that will not disturb others.
4. Doors of the study rooms are to remain closed and locked while in use.
5. Rooms left unattended for over 15 minutes will be considered vacated and items will be removed, as referenced in the behavior policy.
6. Library staff will have free access to rooms at all times.
7. Personal items and furniture may not block doors at any time.

8. Study rooms are not to exceed maximum room capacity.
9. Study rooms must be left in a neat, clean, and orderly fashion.
10. Furniture must be used as intended. Laying down or sitting on the floor or tables is prohibited.
11. All meetings must end 10 minutes before the library closes, and the rooms must be vacated by closing time unless prior arrangements have been made.