



Study Room Policy

Intent: The Study Room Policy is intended to provide guidance to the public about the use of the Uintah County Library study rooms in its facilities. The Library's Standards of Conduct gives specific information on what is allowed at the Library, and applies to all aspects of Library use. Study rooms are available to the general public for study, quiet reading, small meetings and other purposes. Anyone can use the Library's study rooms; no Library card is required.

Priority: Reservations shall be granted to Library patrons on a first-come, first-served basis. In scheduling the use of study rooms, the Library may grant priority to students, students and tutors affiliated with literacy programs and quiet reading over meetings for non-profit groups and business uses.

Length of use: Study rooms may be used for two (2) hours maximum within a business day. Users may be asked to leave a study room after two (2) hours to make room for others, even if no one is waiting to use the room.

Hours of Use: Study rooms are available during regular Library operating hours. There is no before or after hours use available. Users are asked to vacate the study rooms fifteen (15) minutes before closing.

Reservations: Study rooms may be reserved up to a week in advance. Reserved rooms will be given away to another user 15 minutes after a reservation has failed to show up at their reserved time.

Walk-in use: Walk-ins are considered on a first-come, first-served basis for available rooms. A calendar of reserved times may be kept at the staff desk and reservations can be made by calling the Library or using an online form.

Behavior: Users are expected to follow the Uintah County Library Standards of Conduct at all times while using study rooms. There is no age limit for use, but anyone in need of supervision may be asked to leave.

Regular use: Study rooms are not intended to serve as ad hoc office space and regular daily use by any single individual will be discouraged. Any on-going or regular use must be pre-approved by the Library Director or designee.

Room Set-up: The study room should be left in the same condition you found it. Please remove any writing from the white board, pick up any trash and return tables and chairs to their original configuration. Please alert staff to any maintenance issues (spills, etc.).

1. PURPOSE

- 1.1.** This policy provides guidance on the use of study rooms at Uintah County Library facilities. The Library's Standards of Conduct applies to all aspects of library use, including study rooms. Study rooms are available to the general public for studying, quiet reading, small meetings, and other appropriate purposes. No library card is required to use the study rooms.

2. ELIGIBILITY

- 2.1. Study rooms may be used by any individual, group, or organization.
- 2.2. Priority may be given to students, tutoring sessions, literacy programs, and quiet reading over meetings for non-profit groups and business uses.
- 2.3. Study rooms may not be used for:
 - Social gatherings (such as parties or celebrations)
 - Political rallies or campaigns for specific candidates or ballot issues
 - Direct healthcare services involving examinations or treatments
 - Commercial activities involving sales, solicitation, or charging admission fees

3. RESERVATIONS AND TIME LIMITS

- 3.1. Study rooms may be reserved up to one week in advance.
- 3.2. Individuals may make one reservation per day, twice per week. Further use of the study rooms will be on a walk-in basis according to availability (see Section 3.5).
- 3.3. Study rooms may be used for a maximum of two hours per day.
- 3.4. Reserved rooms will be held for up to 15 minutes past the reservation start time before being made available to others.
- 3.5. Walk-ins are accommodated on a first-come, first-served basis for available rooms.
- 3.6. Reservations can be made by calling the library, using the online reservation system, or at the staff desk.

4. HOURS OF USE

- 4.1. Study rooms are available during regular library hours only.
- 4.2. Users must vacate study rooms 15 minutes before the library closes.
- 4.3. No before- or after-hours use is permitted.

5. ROOM CAPACITY AND EQUIPMENT

- 5.1. Room occupancy is limited to the posted capacity for each study room.
- 5.2. Study rooms typically contain chairs, tables, electrical outlets, and WiFi access.
- 5.3. The library does not provide additional audio, video, or other equipment beyond what is already installed in the room.
- 5.4. Users may not move library furniture from other areas into study rooms.

6. USER RESPONSIBILITIES

- 6.1.** Users are expected to read, understand, and follow the Uintah County Library Standards of Conduct at all times.
- 6.2.** The study room should be left in the same condition as found:
- Remove any writing from the whiteboard.
 - Pick up any trash.
 - Return tables and chairs to their original configuration.
- 6.3.** Users may not:
- Store personal items in the room.
 - Affix, tape, or attach items to walls, doors, or other surfaces.
 - Alter, damage, or deface library property.
- 6.4.** The individual making the reservation, as well as the group as a whole, is responsible for any damages resulting from the use of the study room.
- 6.5.** Alert staff to any maintenance issues.

7. FOOD AND BEVERAGES

- 7.1.** No food is allowed in study rooms.
- 7.2.** Only beverages in closed containers with lids are permitted.

8. REGULAR USE

- 8.1.** Study rooms are not intended to serve as ad hoc office space.
- 8.2.** Regular daily use by any single individual will be discouraged.
- 8.3.** Any ongoing or regular use must be pre-approved by the Library Director or designee.

9. ACCOMMODATIONS

- 9.1.** The Uintah County Library is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations will be provided upon request.

10. POLICY ENFORCEMENT

- 10.1.** The library reserves the right to deny the use of study rooms to individuals or groups who abuse library policies.
- 10.2.** Any exceptions to this policy are at the discretion of the Library Director or designee.
- 10.3.** Users must vacate study rooms when requested by library staff.

This policy supersedes all previous versions and will be reviewed every three years or as needed.

Approved by the Uintah County Library Board of Directors.

Date Adopted: June 14, 2016

Date Amended: May 21, 2025

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