

Alamosa Public Library  
300 Hunt Avenue  
Alamosa, CO 81101

### **Study Room Policy**

Alamosa Public Library offers two group study rooms for public use next to the computer lab. The two rooms (Grizzly and Mean Moose) will accommodate up to four (4) people each.

#### **Purpose**

The study rooms are to be used by groups for study, discussions, tutoring sessions, and other similar activities who want to work together in small groups for limited periods of time. In order to provide equal access to the study rooms and to protect the rooms, users are required to abide by the guidelines in this policy. If no groups are waiting, study rooms may be used by individuals.

#### **Registration/Reservation:**

The study rooms are available on a first-come, first-served basis. One person from the group must register at the Circulation/Reference Desk to use the room. The responsible person must be at least 14 years of age and possess a valid Alamosa Public Library card in good standing and will be responsible for the condition of the room during its use. An out-of-valley user must present a valid photo ID to a staff member before a room is assigned.

Reservations for a room may be made two weeks in advance by contacting the Alamosa Public Library in person or by phone @ 719-589-6592.

Reserved study rooms will be held for 10 minutes only before being released to a patron present in the Library. When the room is vacated, the responsible person must check out with the librarian on duty at the Circulation/Reference Desk

#### **Availability and Time Limits:**

To facilitate use of the rooms during busy times, there is a two-hour limit for each group when others are waiting. Use of the room for longer than two hours may be permitted at the discretion of library staff, if no one else is waiting to use the room.

All study rooms are to be vacated 15 minutes prior to Library closing time regardless of when the patron began using the room.

### **General Rules:**

- General Library rules and policies apply in the study rooms.
- Tables and chairs are available at each location. No other equipment is provided. The Internet can be accessed using the Library's Wi-Fi network.
- Capacity is not to exceed four (4) persons.
- Furniture may not be removed from nor added to the room. Users may bring in their own white board with an easel.
- Groups should remain in the room while room is in use.
- Personal belongings should not be left unattended in room.
- The Library is not responsible for the loss of or damage to personal items.
- Nothing may be affixed to the walls, windows, ceiling, or doors.
- Groups should keep the door closed to avoid disturbing other customers. Study rooms are not soundproof so noise is to be kept to a minimum. Complaints reported by other patrons about excessive noise may result in suspension of further study room privileges.
- NO FOOD is allowed in the rooms and only drinks with secure covers are permitted.
  - Please observe the request that all drinks have lids or caps. These rooms are designed for study and research. All trash is to be placed in a designated trash receptacle. Any spills or damages must be reported immediately to the staff at the Circulation/Reference Desk.
- The following uses are expressly prohibited of the library community or study rooms:
  - Persons buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) for cash or other consideration (except in support of the library)
  - Political rallies or meetings, religious services or instruction and personal or family events or other social gatherings.
  - Craft activities.
- Misuse of a study room will result in denial of future use.
- The library staff strives to provide a safe environment; however, it is not the responsibility of the staff to "police" and "baby-sit" users of the library. If a situation warrants the police to assist with behavioral issues, the staff will contact the Alamosa Police Department.

Approved  
Library Board of Trustees  
November 22, 2011