

**STUDY ROOM POLICY**  
**(APPROVED AS PART OF THE OPERATIONS POLICY)**

Two study rooms are available at Hayner Library at Alton Square Mall. One room can seat four to eight people and the other six to seven people. Reservations can be made at the Customer Service Desk or by calling Hayner Library at Alton Square Mall. Study rooms are locked for security purposes; they are unlocked by staff in exchange for a library card or driver's license.

The study rooms are equipped with whiteboards (for use with dry erase markers only), electrical outlets, and wireless access for computers. Dry erase markers and erasers can be checked out from the Customer Service Desk.

**Study Room Rules**

Patrons must observe the following rules regarding the appropriate use of the study rooms:

1. Study rooms are available for study and group projects.
2. When study rooms are empty and not reserved, they are available on a first-come, first-served basis.
3. A group can reserve a study room for up to two hours daily. A group can make up to two reservations at a time. Reservations may not be made more than thirty days in advance of use.
4. Individuals must vacate a room after two hours if others are waiting—unless they are taking a test supervised by a library proctor. Reservations for study rooms will be held for fifteen minutes. After fifteen minutes, unless the library has been notified of a late arrival, the reservation will be cancelled.
5. With the authorization of the Library Director or designee, a room may be reserved for up to six hours for special purposes.
6. Hayner Library reserves the right to reassign or cancel reservations to ensure the maximum and most appropriate utilization of these rooms. The Customer Service staff will monitor usage and reservations to ensure appropriate use. Study rooms are not for regularly scheduled classes or regularly scheduled meetings.
7. The following activities are prohibited in the rooms: painting, practicing music, parties, using tobacco or alcohol, holding office hours and classes, or activities that are disruptive to others.
8. Behaviors that will result in expulsion from a study room include, but are not limited to: disruptive behavior, threatening behavior, vandalism, and failure to adhere to The Hayner Public Library District's Behavior Policy.