

The Lane Libraries Study Room Policy

Study rooms may not be used for social activities, private parties, commercial endeavors or gatherings which advertise a product or service. By reserving a study room, you are agreeing to the following policies:

- Rooms are booked in half hour increments up to 2 hours.
- Patron may have a maximum of 2 reservations daily.
- Patron may have a maximum of 4 total reservations at any given time.
- Patron cannot have multiple rooms reserved for the same reservation time.
- Reservations can be made up to 90 days in advance.
- A valid email address is required (only 1 email address per person) to reserve a study room.
- Study rooms will close 15 minutes prior to library closing.
- If you do not plan to fulfill your reservation, please cancel your reservation. Failure to do so limits study room availability. Recurring abuse may result in banning from the study rooms.
- Reservations may be cancelled by library staff if not occupied 15 minutes after the beginning of the reservation period.
- The room is to be left in the condition in which it was found. All trash should be disposed of in the containers provided so that the room is ready for the next user.
- The library will not be responsible for loss of or damage to any personal property.
- Patron is responsible for any damage to the study room or its contents.
- Study rooms are not soundproof. Conversations must be kept at an appropriate level.
- Groups that are excessively noisy and disturb others may be asked to vacate the study room.
- Behavior in the study rooms should be consistent with the Code of Conduct Policy.
- Patrons may use study room equipment to stream or cast materials from personal computers, however content use must adhere to the Lane Libraries' Internet Use Policy.
- Study room capacities, as listed, must not be exceeded.
- The library reserves the right to revoke permission to use the facilities at any time.