



Folsom Public Library  
Policy Manual

**Group Study Rooms**

**Section:** General Use

**Effective:** 03/05/2007

**Revised:** 01/03/2020

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**PURPOSE**

The purpose of this policy is to establish guidelines for the public's use of the library study rooms to ensure fair and equitable access.

**POLICY**

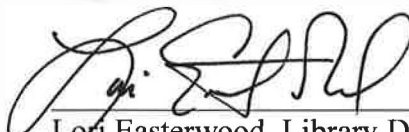
The Library has two study rooms available to groups of 2-10 people or individuals making conference or video calls. These rooms are designed to meet the needs of customers who want to work together in small groups for a limited period of time. Due to high demand, the Library has established the following criteria for the use of its group study room space:

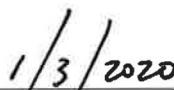
- Group Study Room use is available at no charge on a first-come, first-served basis on the day of use. At least two group members must be present to commence use except in the case of a conference call/video chat. Room capacity may not exceed ten persons.
- The Group Study Room may be used for a maximum of two contiguous hours per day for a group or one contiguous hour for an individual having a conference call/video chat. Groups may continue to use the room beyond their two hours, if availability permits, until requested by another group.
- The Group Study Rooms are available for use during library open hours only.
- Group Study Room reservations can be made in person or by phone, during library open hours, on day of use. Unfilled reservations will be canceled after ten minutes.
- Those reserving the Group Study Rooms are responsible for maintaining the cleanliness and order of the room. Misuse of the study rooms may result in the loss of group study room privileges.
- Study room users should notify Library staff when their session is finished.
- Those using the Group Study Rooms should respect the rights and privileges of all library users and must adhere to the Folsom Public Library Behavior Policy.

**APPLICATION**

This policy applies to all Folsom Public Library customers.

**Approved by:**

  
Lori Easterwood, Library Director

  
Date