

Small Group Study/Meeting Room Policy

Small group study/meeting rooms are available at the Gretna and Mt. Hermon branch libraries. Larger meeting rooms are available and the use of these rooms is addressed in a separate policy. The primary purpose of these rooms is to provide a comfortable place for patrons to engage in collaborative and cooperative study or project work, or tutoring in small groups, and to facilitate meetings of small not-for-profit, non-commercial groups. Study rooms may not be used for promotions, sales, home office functions, personal or family parties, religious services or instruction, political rallies or meetings, or other similar purposes. These rooms are a shared community resource and must be made available to as many patrons as possible.

Facilities Available

Mt. Hermon: Room seats 4; table and chairs; whiteboard; WiFi

Gretna: Room seats 4; table and chairs; whiteboard; WiFi

Time Limits: Rooms can be reserved by individuals or groups for 1 hour; the room can be used for an additional hour if no other patrons are waiting to use the study room. When someone is waiting, users who have been in the study room for two hours will be asked to leave the room promptly.

Rooms may be reserved up to one week in advance; the room will be released if the patron is 15 minutes late for the reserved time

Eligible Users: A valid Pittsylvania County Public Library card or other current photo identification is required to check out a study room. Patrons must be 16 years old to reserve a study room.

Hours Available: Study rooms may be reserved only during library operating hours. Study rooms must be vacated 15 minutes before the library closes to permit the rooms to be inspected and locked.

Fees: There is no fee for study room use for individuals and not-for-profit organizations.

Reserve a Room: To reserve a room, contact the branch directly (Gretna at 434-656-2579; or Mt. Hermon at 434-835-0326. Rooms may be checked out on a walk-up basis, if available.

Patrons must check in with the circulation staff before and after each session. Staff will unlock the door and will ensure the condition of the room is satisfactory at the beginning and end of each session.

Guidelines

- The person who schedules the room is responsible for the conduct of all group members and the condition of the room at the end of the scheduled time. Damage to the room may result in financial charges to the patron.

- There is a maximum of 4 patrons in study room per session. Do not move chairs and tables from other areas of the library into the study rooms.
- Water, coffee, or drinks are permitted in the study room in a closed, lidded container; however, cleaning resulting from spills will be charged to the patron.
- The study room door must remain unlocked while in use; failure to do so will result in loss of study room use. Rooms will only be unlocked once the patron has provided a valid library card and checked in at the circulation desk.
- No covering is to be placed over the windows or door openings.
- While discussion is permitted, the rooms are not soundproofed and the noise level should not interfere with other individuals using the library.
- The Library's Code of Conduct is posted and must be observed by attendees. Library staff may enter the study room during sessions to ensure compliance with Study Room and other Library policies and procedures.
- The study room should be tidy before exiting – whiteboards erased, trash removed, chairs pushed in, etc.
- Unattended children under the age of 13 are not permitted in the study rooms.
- The Library reserves the right to revoke permission to use the room in the case of non-compliance with Library policies and procedures, or in the event of a weather or other emergency.
- Granting use of a meeting room does not imply approval of the group or ideas presented at the meeting.
- The Library is not responsible for unattended, lost, stolen, or damaged personal items, or items left behind in the study rooms.

Review of Policy

The Library Board of Trustees will review the small group study/meeting room policy and regulations periodically and reserves the right to amend them at any time. The Trustees authorize the Library Director to waive regulations under appropriate circumstances.

Appeal

A group or individual denied permission to use the meeting room may file an appeal to the Library Director in writing. The Library Director will respond in writing. If the individual or organization believes that the response is unsatisfactory, he/she may submit a written appeal to the Library Board of Trustees at least one week prior to the next regular Board Meeting. Trustees will then review the appeal and notify the organization or individual of its decision in writing. The decision of the Library Board of Trustees is final.

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