



OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	2016-07	Date of Review:	2016
Date Approved:	February 29, 2016	Chairperson's signature:	Margaret Lupton

STUDY ROOM POLICY

BACKGROUND

Two quiet study rooms are offered at the Tillsonburg branch. Each room is approximately 100 square feet, and provides a study table and four chairs. Study rooms are intended for small group work or study. It allows small groups to talk, discuss and plan without disturbing, or being disturbed by, other library patrons.

PURPOSE

This policy sets out procedures to ensure fair and equitable access to study rooms.

PROCEDURES

1. Study rooms are available for quiet study/project use during library open hours to be reserved on a first-come first-served basis. Requests to use a room must be made in-person at the service desk, as the rooms are kept locked.
2. A Study Room may be reserved up to two days in advance by telephone or in person. Only one Study Room can be reserved at a time.
3. Rooms are reserved in two-hour increments. Users may stay longer than two hours if no one is waiting, but with the understanding that they may be asked to vacate the room if someone who has not used a room that day requests a booking, and the other room is in use.
4. At least one person using the room should have an active OCL library card in good standing. No more than six people may occupy a room at one time due to room size. If more chairs are required, staff can assist.
5. Study room use is free to those who are not using it for profit or commercial use. Users representing for-profit enterprises may enter into a room rental agreement for use of the Program Room.
6. Oxford County Library Rules of Conduct apply to Study Room use. The library reserves the right to deny Study Room use to any individual or group violating the Rules of Conduct and/or any Oxford County Library policies.