

Adult and Youth Services Study Room Policy

Study Room Capacity

Study Room	Capacity
Adult Study Room L (Mishawaka)	4
Adult Study Room R (Mishawaka)	4
Youth Services Study Room A (Mishawaka)	4
Youth Services Study Room B (Mishawaka)	4
Adult Study Room (Bittersweet Branch)	6
Youth Services Study Room (Bittersweet Branch)	6
Adult Study Room #1 (Harris Branch)	7
Adult Study Room #2 (Harris Branch)	4

Booking Study Rooms

- Patrons may sign up for the study rooms by visiting or calling the Reference Services desk or the Youth Services desk.
- Study rooms may be reserved up to one week in advance.
- Cancellations of study rooms should be called in to the Library as soon as possible to allow room use by other patrons. If a scheduled party does not show up within ten minutes of the reserved time, the room will be made available to the next person requesting a study room.
- Study rooms may be used without charge during regular Library hours. They are not available when the Library is closed. Study rooms are not available if the Library is closed due to an emergency. The Library will not inform the patron who reserved the study room of the closings. Emergency closings are announced on WSBT Channel 22 and WNDU Channel 16.

Duration

- Use of the individual study rooms is limited to two hours per day. Time may be extended with staff approval.
- Rooms must be vacated 15 minutes before the stated Library closing time.

Conduct

- The Library staff reserves the right to terminate any meeting that is noisy, disruptive, or potentially destructive to the Library's property. Parents/tutors are responsible for the behavior of their children/students throughout the Library, including the study room. Individuals violating this policy may be denied some or all Library privileges.
- Patrons using the study room must adhere to the Patron Code of Conduct and the Unattended Minor Policy and Disruptive Children Policy.
- The patron signing up for the study room takes full responsibility for any damages incurred resulting from its use. All damages will be charged to that patron and abuse of the room will be cause for denying further usage to the patron.

Business Solicitation

- The Library's Business Solicitation Policy states that, "Business Solicitation is not allowed on Library property except in association with programs sponsored by the library or its Friend's organization." This policy extends to Tutors accepting payment from their students while in the library.

The original Children's policy was approved October 11, 2012 by the Mishawaka-Penn-Harris Public Library Board of Trustees

The original Reference (Adult) policy was approved October 11, 2012 by the Mishawaka-Penn-Harris Public Library Board of Trustees; adopted October 20, 2016