

Study Room Policy

Study Room	Capacity
Adult Study Room 1 (Mishawaka)	4
Adult Study Room 2 (Mishawaka)	7
Adult Study Room 3 (Mishawaka)	4
Adult Study Room 4 (Mishawaka)	4
Youth Services Study Room 1 (Mishawaka)	4
Youth Services Study Room 2 (Mishawaka)	4
Branch Study Room (Bittersweet Branch)	6
Branch Study Room 1 (Harris Branch)	7
Branch Study Room 2 (Harris Branch)	4

Booking Study Rooms

- Patrons must have an MPHPL library card to use a study room.
- Study rooms are intended for private and group study, as well as tutoring purposes; they are not intended to be used as meeting space with clients and customers for non-tutorial, commercial purposes.
- Study rooms may be reserved the day of use and must be vacated 15 minutes before closing time.
- Patrons may book a study room no more than two times per week (these bookings cannot be for the same day and count regardless of location); bookings are limited to two hours.
- Rooms may be reserved by and for the following patrons:

Adult Study Rooms (Mishawaka)	Youth Study Rooms (Mishawaka)	Branch Study Rooms (Bittersweet and Harris)
<ul style="list-style-type: none"> • Ages 18 and up • Adult tutor/study leader with all ages (child/teen/adult) 	<ul style="list-style-type: none"> • Ages 12-17 • Tutor/study leader with child/teen 	<ul style="list-style-type: none"> • Ages 12 and up • Adult tutor/study leader with all ages (child/teen/adult)

Conduct

- Patrons using the study room must adhere to MPHPL
 - (1) Patron Code of Conduct,
 - (2) Unattended or Disruptive Children Policy
 - (3) Business Solicitation Policy

Non-compliance may result in loss of Library privileges.

- The Library reserves the right to terminate any meeting that is noisy, disruptive, or potentially destructive to library property. Parents/tutors are responsible for the behavior of their children/students.
- 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; any abuse of the room will be cause for denying further usage to the patron.

The original Reference (Adult) policy was approved October 11, 2012 by the Mishawaka-Penn-Harris Public Library Board of Trustees; adopted October 20, 2016; amended May 17, 2018