

### Policy Statement

The Clinton-Macomb Public Library provides study rooms for informal groups to meet without disrupting quieter areas of the library.

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### Regulations

1. Library, library related and library sponsored or co-sponsored programs have priority in the use of the facilities.
  2. Study rooms are available at no charge to resident/property owner library cardholders in good standing.
  3. An eligible cardholder may have one active study room reservation in the system at a time. Excess reservations will be cancelled.
  4. Reservations may be made up to 7 days in advance for up to 3 hours.
  5. The cardholder who made the reservation must arrive or notify the library of a late arrival within 15 minutes of the scheduled reservation starting time or else it will be cancelled.
  6. The cardholder making the reservation shall accept all responsibility for leaving the room in the same condition it was in prior to the meeting.
  7. As a courtesy use of the rooms will be extended to law enforcement officials, members of the armed services and other government employees as long as the use is for official business and subject to availability. A professional identification card with a photo must be presented.
  8. Users of group study rooms may be asked to leave the room if the capacity has been exceeded or if the room is used inappropriately.
  9. Meetings that may disturb regular library functions are not permitted.
  10. Moving a study table, or taping, stapling or tacking of materials to the walls or other furnishings is prohibited.
  11. Food is not permitted in study rooms or in any meeting rooms when granted access under the provisions of this policy.
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Approved: July 15, 2015  
Clinton-Macomb Public Library Board of Trustees