

CUSTOMER POLICIES

STUDY ROOMS

Board Policy:

DATE REVIEWED: 04/20/2023
DATE APPROVED: 04/20/2023
EFFECTIVE DATE: 04/20/2023
REPLACING POLICY EFFECTIVE: 00/00/0000

Columbus Metropolitan Library's (CML) study rooms may be used free of charge during normal hours of operation.

Use of CML study rooms for financial gain is prohibited. This includes the selling of goods and/or services, fundraising, or accepting donations.

A library card is required for all study room reservations. Study rooms may be reserved by customers of any age.

Administrative Procedure:

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- A. Customers can view study room availability, reserve rooms and manage their reservation through CML's website, via a kiosk in a CML location or with the assistance of staff.
- B. The person reserving a study room must accept the terms of this policy and take responsibility to see that all conditions of use are followed, including the adherence to the capacity limits of the rooms.
- C. CML reserves the right to cancel or change any study room reservation if circumstances at CML so demand.
- D. Customers can reserve study rooms up to 90 days in advance. A customer is limited to two, two-hour study room sessions per day across all CML locations. The cardholder who reserved the room must be present throughout the reservation.
- E. Cancellations should be made as soon as possible to allow others to use the rooms. CML reserves the right to cancel a study room reservation if the customer has not arrived within the first 15-minutes after the reservation start time.
- F. Customers that use a study room are expected to leave the room in the same condition that it was in before their booking. Library staff should be notified of any damages or the need for trash removal.

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- G. Study room usage must not disturb normal library operations. CML reserves the right to stop meetings or activities that are disruptive to normal library operations or that otherwise violate the Customer Code of Conduct.
- H. CML reserves the right to reject any study room request, or cancel any reservation, if it is determined that the individual has abused their past privileges in using the study rooms, as determined by CML. This includes, but is not limited to, violation of this policy and/or the Customer Code of Conduct.
- I. The acceptance of the terms of CML's Study Rooms policy (electronically or in person) assigns responsibility for loss or damages to the room and loss or damage to any CML property or equipment used during the meeting to the cardholder submitting the application and accepting the terms.

Related Policies/Forms:

- Access to Library Materials and Services
- Customer Code of Conduct
- Meeting Rooms