

WIXOM PUBLIC LIBRARY POLICY STATEMENT

Study Rooms October 2024

The Wixom Public Library provides study rooms for quiet individual study and for small groups to meet without disrupting quieter areas of the library.

The following study rooms are available for use:

Study Rooms A & B	Maximum Occupancy: 2 people
Study Room C	Maximum Occupancy: 6 people
Group Study Room	Maximum Occupancy: 12 people
Quiet Study Room	Maximum Occupancy: 6 people

Guidelines for Use:

- Any items that are brought into study rooms are the responsibility of the individual using the room. Items left unattended will be removed and placed in lost and found.
- Noise volume within the study rooms and group study room must be kept to a low level, as the rooms are not soundproof.
- Patrons will be asked to leave a room if the capacity has been exceeded, usage interferes with the conduct of library business, or usage violates the Patron Behavior Policy.
- Study rooms must be left in the same condition it was in prior to usage. Please notify staff right away if the room needs attention.
- Study rooms must be vacated five (5) minutes before the Library closes.
- Taping, stapling, or tacking of materials to the walls, glass, or other furnishings is prohibited.
- Study rooms A-C and the group study room come equipped with dry erase boards. Notations must be confined to the dry erase boards.
- Lights must remain on in all study rooms.
- The Library reserves the right to schedule these rooms for its own use.
- Violations of the Study Room, Patron Behavior, or other library policies may result in the loss of room usage and/or library privileges.

Study Rooms A-C

- Study rooms A-C are available for two (2) hours per day, per individual or group. If no one is waiting to use the room at the end of the two (2) hours, the period of use may be extended in one (1) hour increments.

- Study rooms may be reserved online, in person, or over the phone seven (7) days in advance. Walk-in reservations are accepted based on availability. Reservations are taken on a first come, first served basis.
- Only one reservation per day per individual or group is permitted.
- Reservations will be held for 15 minutes and then the room will be made available to other patrons.
- Groups or individuals must sign in at the Information Desk.
- Entering a study room without signing in does not give a patron priority to use the room.
- In the event the room is vacated for more than 15 minutes, the room will be made available to other patrons.

Group Study Room

- The Group Study Room is designated for collaborative work and is open to any patron wanting to use the space.
- Tables are available on a first come, first served basis. No reservations are accepted.
- Headphones are required for listening to devices, including video calls.

Quiet Study Room

- The Quiet Study Room is designated as a silent space for patrons who require a quiet atmosphere for individual study or reading.
- Conversation and any other behavior that disrupts the quiet is prohibited.
- Electronic devices must be set to silent mode, e.g. laptops, phones, etc.
- Group study and tutoring is not permitted in this space. Please see the librarian at the Information Desk about using the Group Study Room or Study Rooms A-C.