

Study Rooms Procedure

Purpose: The study rooms of the Salem-South Lyon District Library are for use as a site for quiet study by small groups or individuals.

Qualifying Organizations: Individuals and small groups whose purposes are limited to civic, cultural, or educational objectives may use the study rooms. For-profit use is permitted under limited circumstances consistent with the Library's objective to provide a suitable learning environment for research, study and reading.

The Library Administration has the authority to deny use of the study rooms to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind or that interferes with the health, safety and welfare of persons in the area.

Time Limits: Study rooms may be booked up to 2 hours at a time.

Reservations:

- Reservations may be made in advance within seven calendar days.
- Study rooms will not exceed the posted capacity limits.
- Only one study room may be reserved at the same time by the same person or group.
- If a patron is 10 minutes late for a reserved time and another patron is waiting to use a study room, the reservation may be forfeited.
- If a study room is left for more than 20 minutes, it will be considered available to others. Items left for longer than 20 minutes may be removed by Library staff and placed in the 'Lost & Found' container. Items of value will be placed at the circulation desk.