

## **Library Policy No. 28**

**Subject:      GROUP STUDY ROOM USAGE AND GUIDELINES**

**Adopted September 11, 2019; Effective October 1, 2019**

**Revised August 11, 2021; July 13, 2022; October 9, 2024; November 12, 2025**

### **Group Study Rooms**

The Main Library has fourteen (14) group study rooms that are used on a first-come, first-served basis at no charge. Single users may occupy the rooms; however, if a room is being used by a single person and no other rooms are available, and a group requests to use one of these rooms, the single person will be required to relocate to another area of the Library. Users of a group study room may leave the room for short periods; however, if belongings are left unattended for more than twenty (20) minutes, library staff will remove those belongings to free the room for other users. All belongings will be placed in the lost and found. The Library is not responsible for unattended items. The capacity of each room is posted on the door of the room, as are usage guidelines and the Rules of Conduct. Users will be required to leave a room if the capacity has been exceeded or for failing to comply with room usage guidelines and Rules of Conduct.

Commercial, for-profit, gambling, fundraising, and gaming activities are not allowed in the group study rooms. This includes private, for-profit tutoring and playing card and board games.

### **USAGE GUIDELINES**

1. Group study rooms are available on a first-come, first-served basis. Group study rooms cannot be booked in advance.
2. Commercial, for-profit, gambling, fundraising, and gaming activities are not allowed in group study rooms. This includes private, for-profit tutoring, and playing card and board games.
3. All group study rooms are kept locked. A user must present their own West Bloomfield Township Public Library Card (available to residents of West Bloomfield and the library's contract communities of Orchard Lake Village, Keego Harbor, and Sylvan Lake, per Circulation Policy 1, Attachment D - Library Card Chart) in good standing to check out use of the room. A user may only check out one room on their card at any given time, must be present in the room during its checkout period, and cannot check out a room for others to use. Users wishing to use the monitors in rooms F, G, H, and I must provide their own HDMI cords.

4. Payment for damages to equipment and/or wiring will be the responsibility of the person who caused the damage. If that person cannot be identified, the responsibility will lie with the person who checked out the room. Security cameras are in use in the rooms to assist in the identification and documentation of behavior that led to the damages.
5. Single users may use the rooms; however, groups of two or more people take priority. Should a group request a room and all other rooms are occupied, single users will be required to relocate, beginning with the single user who has occupied a room the longest. Should a single user occupy a high-capacity room but has not occupied the room the longest and a large group requests access, the single user will be asked to relocate and will be given the option to move to a smaller unoccupied room, if available.
6. If the majority of a group leaves and a single user remains, that single user will be added to the single user list in the order of the time the room was checked out.
7. Group study room capacity is noted on the door. Additional chairs may not be moved into a room. Rooms found to have overcapacity will result in all occupants being required to vacate the room with loss of room privileges for the rest of the day.
8. Materials of any kind may not be affixed to the walls, doors, furniture, or windows.
9. Dry erase markers are available to borrow from the Adult Information Desk. Markers do not need to be checked out on a library card, but the marker kit must be returned to the Adult Information Desk, and the whiteboard in the room must be erased before the room is returned.
10. Users may leave the room for short periods; however, if belongings are left unattended for more than twenty (20) minutes, library staff will remove those belongings to free the room for other users. All belongings will be placed in the lost and found. **The Library is not responsible for unattended items.**
11. The consumption of food, other than single-serving snacks, is not allowed in the room. Beverages may be consumed in closed containers. Patrons are expected to clean up after themselves, placing trash in appropriate receptacles, and notifying staff if spills occur.
12. Study rooms D, E, F, G, H, and I have tables wired to the floor. These tables cannot be moved. Payment for damages to wired tables will be the responsibility of the person who caused the damage. If that person cannot be identified, the responsibility will lie with the person who checked out the room. Security cameras are in use in the rooms to assist in the identification and documentation of behavior that led to the damages.

13. Any damage to the room, including, but not limited to: white boards, walls, televisions and electronic equipment, furniture, carpet, windows, and signage, will result in the person who caused the damage being charged for repairs and/or Library privileges being revoked. If that person cannot be identified, the responsibility will lie with the person who checked out the room. Security cameras are in use in the rooms to assist in the identification and documentation of behavior that led to the damages.
14. Users will be required to leave a room if behavior is disruptive; if repeatedly moving from room to room; if gathering socially in a disruptive manner; if Library Rules of Conduct are broken; or if group study room guidelines are not followed. Based on the severity of the infraction, use of group study rooms or Library privileges may be temporarily or permanently revoked.
15. If all rooms are occupied, a group may place a name on a waitlist at the Adult Information Desk. The name of the person on the waitlist must have a West Bloomfield Library Card in good standing, and a phone number that can accept text messages must be provided. If a room becomes available, the group member will be notified by text. The group will have five (5) minutes to return to the Information Desk to check out the room. If the group does not respond within 5 minutes, the room will be given to the next group on the waitlist. Single users may not add their names to the waitlist and groups may not request specific rooms.
16. Upon checkout, the group member will be given a plastic card with the room letter or number, identifying the room being checked out. This must remain in the room while the room is occupied. When the group is finished and vacates the room, the card must be returned to a Library staff member at the Adult Information Desk, at which time the room will be inspected and locked. Failure to do so will result in group study room privileges being temporarily or permanently revoked.