

STUDY ROOM POLICY

The study room may be used during normal Library hours up to fifteen (15) minutes before closing.

The Purpose

Auburn Hills Public Library has one study room that will accommodate one to six people. The study room is for use as a site for quiet study and computer usage for Auburn Hills Public Library card holders in good standing. Such use shall at all times be consistent with Auburn Hills Public Library Code of Conduct Policy and used for informal not-for-profit, non-commercial purposes with the intent to do research, study and reading. Electrical outlets are available in the study room.

- The study room is available for all Auburn Hills Public library card holders in good standing on a walk-in, first come, first served basis if there are no reservations and the room is not in use.
- Patrons must check-in at the Adult Reference desk. The room may be used for a maximum of two hours at a time. This time may be extended if no one is waiting to use the room.
- Reservations for the study room may be made in person up to one (1) week in advance at the Adult Services Department or by calling 248-364-6706. We allow one reservation per person, per day.
- Reservations will be held for a maximum of fifteen (15) minutes. A patron with a reservation who is more than fifteen (15) minutes late forfeits the reservation.
- Reserved room time is not transferable to another person or group.
- If you must cancel a study room reservation, please call the Adult Services Department at 248-364-6706 as soon as possible.
- Individuals and groups may not leave the room unoccupied for more than ten (10) minutes. Absences will result in forfeiture of your reserved time slot.
- The Library does **not** assume any responsibility or liability for the security of personal items left unattended.
- Library staff will have access to the study room at all times and Library use of the study room will always take precedence.
- The study room must be left in the same condition it was in prior to its use.
- During times that the study room is not available, it will be the patron's responsibility to find a place at the public study tables in the Library.