

## **Study Room Use Policy**

Two study rooms (Study Room A and eHive) will be available exclusively to Sterling Heights Public Library cardholders at least 18 years of age. Three study rooms (Study Room B, C and D) will be available to any patron at least 18 years of age with identification. Four of the rooms are for general use. One of the rooms is called the e-Hive. Policies related to the e-Hive are listed separately.

**Study Rooms:** Sterling Heights Public Library cardholders can reserve one two-hour session per day, but they may stay in the room longer if no one is waiting and the room has not been reserved. Reservations can be made up to one week in advance. There is a 15-minute grace period for a patron to show up for their reservation. After 15 minutes the room will be provided to the next patron that is waiting.

Non-Sterling Heights Public Library cardholders may request to use a room at the 2<sup>nd</sup> floor reference desk on a walk in basis, first come, first served. No advanced reservations are permitted.

Rooms will be locked at all times.

Patrons may only leave the room for up to 15 minutes, with their belongings still inside, before the items are removed and the room is made available for the next patron. The library is not responsible for items left in the room.

**Patrons making a reservation must stay in the room, or immediately outside of the room at a table if the room is being used for tutoring.**

There will be a limit of two patrons in Study Room C and D, three patrons in Study Room B, and four patrons in Study Room A. Study Room A use requires a minimum of two patrons.

Study rooms must be vacated 15 minutes before closing.

**e-Hive:** Sterling Heights Public Library cardholders can reserve one two-hour session per calendar week. There will be no extension of time.

There will be a limit of two patrons in the e-Hive room.

Patrons using any of the rooms shall follow the library's Code of Conduct. All persons who shall willfully violate such reasonable rules and regulations as the Library Board may adopt shall be requested to leave the building. Such exclusion from this library shall occur on the orders of the Director or Director's designee. Additionally, the Sterling Heights Public Library staff will contact the police if deemed necessary.

Library Board of Trustee 09/2008  
Revised 05/2014  
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