

Study Rooms

Two study rooms are available on the first floor of the Library in the Youth Services Department that can each accommodate 4 persons. Two study rooms are available on the second floor of the Library in the Teen/Adult Services Department, one that can accommodate 8 persons and one that can accommodate 1 or 2 persons. Some restrictions apply to the use of these rooms.

1. **Purpose**

The study rooms of the Library are for use as a site for quiet study by small groups or individuals. Such use shall at all times be consistent with the *fundamental objective of the Library to provide for all ages a suitable environment for research, study and reading.*

2. **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. One example of an approved for-profit use is a *paid tutor*.

Preference will be given to customers living in the community¹ and who have a Hussey-Mayfield Memorial Public Library card. Study rooms may be used by persons in the following hierarchical order, at the discretion of Library staff:

- students and volunteer tutors (priority)
- individuals or small groups
- tutors being paid for their services
- persons not living in the Library district

Use of the 2 study rooms located on the first floor of the Library in the Youth Services Department is restricted to youth in 5th grade and younger and any accompanying adult(s). Adults unaccompanied by youth should use the study rooms located on the 2nd floor of the Library in the Teen/Adult Services Department. Should all the study rooms located on the 2nd floor of the Library be unavailable, available study rooms on the first floor may be used for study by adults, at the discretion of Library staff.

The following uses are expressly prohibited of the Library study rooms: buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) for cash or other consideration (except in support of the Library); and personal or family events.

¹ Community is defined as the residents of Zionsville, Eagle and Union Townships.

3. Time Limits

Study room use will be limited to up to one hour per use when someone else is waiting to use the room.

The study rooms are available until 5 minutes before the Library closes.

4. Use by Tutors and Students

Children who live in Eagle or Union townships and who have a Hussey-Mayfield Memorial Public Library card may be tutored by paid tutors in study rooms under the following conditions:

- Tutors being paid for their services may not reserve study rooms in advance.
- Beginning at 4:00 PM on weekdays during the school year, paid tutors may inquire if one of the study rooms is available for use. Paid tutors may use a study room (two in Youth Services and two in Teen/Adult Services) for an hour as long as no students, volunteer tutors or non-profit groups have registered to use the space. During school vacations, paid tutors may inquire any hours the Library is open.
- Usage by any person may be extended if no other party needs to use the study room.
- Paid tutors may use a study room for a maximum of 5 hours per week, at the discretion of Library staff; use of study rooms by paid tutors on weekends is not permitted. Library staff is not permitted to handle private individuals' payments for tutors' services.

5. Reservations

Reservations may be made up to 2 months in advance, except by paid tutors, who are required to follow the guidelines above.

If a customer is ten minutes late for a reserved time and another customer is waiting to use a study room, the reservation may be forfeited.

6. Locking

The study rooms will be locked when not in use.

7. Behavior

Customers may be asked to leave if they disturb others or engage in destructive or inappropriate behavior. Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room.

If study rooms are left for more than 20 minutes, users are asked to remove all belongings and alert Library staff that they are vacating the study room. Items left for longer than 20 minutes may be removed by Library staff.

8. Lost Items

The Library is not responsible for the loss or damage to personal items.