

1. Statement of Purpose

The Ferguson Library makes study rooms available to its patrons as a service and a resource. It should be equitably available to all patrons: any patron who desires use of a study room should be able to access one.

2. Availability

- a. There are four study rooms available at the Ferguson Library Main Branch, two individual study rooms with capacity for up to two people each on the third floor and two group study rooms with capacity for up to six people each on the second.
- b. Study rooms are available during regular library hours. The study rooms will be open to patron use until 15 minutes before closing time, at which point any patrons remaining in the study room will be asked to leave.
- c. Programs and events conducted by the Library itself or its partners are given first priority in the scheduling of meeting rooms for available times.
- d. Reservations
 - i. Study rooms will be available to reserve up to one day in advance for periods of no more or less than 120 minutes (2 hours). Only one such period may be reserved by a patron or group of patrons for each calendar date.
 - ii. These periods will be scheduled at specific times: the first session will begin at opening time with the next session beginning fifteen minutes after the previous session ends, and so on.
 - iii. These reservations will remain in effect for half an hour after the scheduled start time: if the patron reserving the room does not appear within half an hour of their scheduled start time, their reservation will be considered forfeit and the study room will be open for walk-ins. The reserving patron may then use the study room, but on a walk-in basis.
 - iv. Groups of larger than two (2) people must reserve one of the two study rooms on the second floor.
 - v. Individuals or pairs of people must first attempt to reserve rooms on the third floor. If these rooms are unavailable at the patron's desired time, they may reserve one of the rooms on the second floor.
 - vi. If there is no scheduled use for the study room after a patron's reservation, that patron may continue to use the room until another reservation or program begins.
- e. Walk-Ins
 - i. If a room is not reserved for a two-hour block, it will be considered available for use for any patron in the library.
 - ii. Patrons must first ask the librarian on duty if a room is available for use.
 - iii. Walk-in patrons may continue to use a room until such time as a program, event, or patron reservation requires the room, as long as the patron abides by library policy.

3. Rules and Conditions

- a. Patrons may use study rooms for whatever purpose they see fit, as long as they abide by all library policies and regulations.
 - i. If a patron violates library policy while in a study room, their study room privileges may be considered forfeit for the day or longer.
 - ii. Masks are highly recommended while using study rooms.
- b. Patrons may continue to use the room as long as they are within it. Should they need to physically leave the room and return later, they may inform the librarian on duty.
 - i. The library does not assume responsibility for any items left in the study room.
- c. Whiteboard materials
 - i. The information desks on each floor have whiteboard materials (markers and erasers) that can be requested on a first come, first serve basis.
 - ii. Borrowed whiteboard materials must be returned to the information desk once the session is done. They may not be taken out of the library for any reason.
 - iii. Scheduled library programs, such as the Digital Navigator program, have priority access to these items