



DENTON PUBLIC LIBRARY

STUDY ROOM OPERATING POLICY

Approved by Library Management Team, February 16, 2023
Library Board approved revision, January 8, 2024

The purpose of this directive is to establish uniform guidelines related to study room use.

Study Rooms are available to the public, on a first-come, first-served basis. No advance reservations are permitted. The library reserves the right to schedule the rooms for library use as needed. ~~Due to high study room use at South Branch Library, a waiting list is used to manage requests to use the rooms at that location. Requests to use the rooms must be made in person. Requests are for the next available study room and are not reservations for a specific time.~~

All users must check in with the staff person at the Service Desk before entering a study room. There is a two-hour time limit when others are waiting.

Customers who have been asked to vacate a study room must wait an hour before displacing another customer.

Study rooms left unoccupied for 15 minutes will be made available to other customers.

[Study rooms must be vacated 15 minutes before the building closes.](#)

[Room use must be under the direct supervision of the adult checking out the study room.](#)

Library staff are not responsible for unattended belongings left in the study rooms. Items left unattended in the rooms for more than 15 minutes may be removed by staff in order to make the rooms available to other customers.

Customers using study rooms must comply with the Denton Public Library's Rules of Behavior. Per the library's Food and Drink Policy, customers may have drinks in covered containers or bottles with screw tops in study rooms. Only snack-sized, pre-packaged food is allowed.

Lights must remain on while study rooms are in use.

Library staff reserve the right to suspend groups or individuals from using the study rooms for not following the guidelines.