



Study Room Policy

PURPOSE

Fort Vancouver Regional Library District (FVRL) maintains study rooms in as many of its facilities as possible to offer semi-private space for focused study and small group interaction.

POLICY

Preference for study room use is given to library programs, Friends of the Library groups, the Fort Vancouver Regional Library Foundation, and other FVRL-sponsored activities. When study rooms are not being used by the library they will be made available to individuals and small groups. Study room users must adhere to all FVRL policies.

Availability

Study rooms will be made available to the public on a first-come, first-served basis.

Reservations

Advance reservations or walk-ins are both welcome.

- Rooms may be reserved up to two weeks in advance.
- Rooms may be reserved for up to two hours per day.
- Rooms will be held no longer than 15 minutes past the time reserved.
- Exceptions may be made on a case-by-case basis by a supervisor.

Conditions of use

Study rooms are intended for use by individuals or groups. There is no promise of privacy or quiet in any space.

Equipment

Most FVRL study rooms come equipped with power and Wi-Fi internet access. Check with the specific branch for details. In general, no staff assistance is available to set up equipment prior to use.

Clean up

Users must clean up after themselves, returning the study room to the condition in which they found it. Failure to leave the room in good condition may result in loss of privileges for study room use.

Fees

Study room use is free and open to the public. No products or services may be advertised, solicited or sold on library property.

Cancellation

It is occasionally necessary for the library to cancel a reservation due to extenuating circumstances. Every effort will be made to give at least twelve (12) hour notice. Users needing to cancel are asked to contact the library as soon as possible to make the room available to others.

Denial

FVRL retains the right to deny the space to any user whose planned use of the space does not comply with this policy.

Appeal

Appeals may be presented to the Executive Director for reconsideration. Violation of this policy may result in denial of future access to the space.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures and rules for its implementation and for making the policy available to the public.

POLICY HISTORY

Adopted by the Board of Trustees May 20, 2019