

## **Heritage Public Library Study Room Policy**

The single Heritage Public Library Study Room can comfortably seat up to 4 people in New Kent and 6 in Charles City. Each room has a table with a glass door and windows. An adult patron can reserve the Study Room for a group with a maximum of 2 hours per week to ensure fair distribution among library patrons. To reserve the Study Room carefully read the policy below then call the branch where the circulation staff will reserve the space for you if available.

Priority use of the Study Room is given to events sponsored by the library. When otherwise not in use, the space is available on a first-come, first-served basis to the following groups of two or more people

- Groups under the sponsorship or direction of Heritage Public Library
- Non-profit, civic or charitable, tax exempt organizations serving Charles City or New Kent counties
- Responsible individuals or organizations within the counties not charging an admission fee

The use of the Study Room does not mean that the Library advocates or endorses the viewpoint so meetings or meeting room users. Organizations reserving the Study Room may not use the Library's logo or imply that the event is sponsored by the Library and may not include the library's telephone number.

1. The Study Room is only available for use during the Library's regular open hours
2. Reservations are accepted on a first-come, first-served basis, so long as they do not interfere with already scheduled programs or meetings. Reservations can be made 30 days in advance
3. Patron/Group can only have one meeting scheduled at any given time and must have a HPL library card in good standing (no unpaid fines or overdue items)
4. Food is not permitted in the Study Room
5. Reservations are not transferrable
6. Single patron may request the use of the space with a time limit of one hour for the following only:
  - Business call
  - Zoom meeting
7. Staff will cancel the reservation of patrons who do not follow these guidelines. This includes failure to arrive at the reserved time and exceeding the 2-hour per week maximum

New Kent 804-966-2480    Charles City 804-652-2450

## STAFF NOTES:

Enter all uses of the Study Room into the Google Calendar, Reservaion or walk-in, using this format:  
STUDY ROOM: Full name of person (Adult) & last 5 digits of library card. The Date, start/end times should also be entered in the designated space. Example: STUDY ROOM: Johnny Patron 12345. This format should be used for all entries. REMEMBER TO SAVE!

Walk the patron to the Study Room and set the timer for the allotted time. Return to circulation and set the timer there for the allotted time. Check the room when the timer goes off and ask the occupants to vacate if still there.