

# Anderson Public Library

## Study Room Policy

### Study Room Reservations

Anderson Public Library provides study room space for public use at the Main Library. Study rooms are available for use during normal library business hours.

Requests for reservations should be made online by visiting the library's website or by calling the Circulation Department at 765-641-2440 during regular library hours.

Cancellations must be done online on the library's website or by calling the Circulation Department at 765-641-2440 during regular library hours. Recurring "no shows" may result in restrictions of future study room use.

The library reserves the right to assign study rooms based on the best use of library facilities and to restrict the frequency of use. Library events take precedence over other scheduled meetings. The library reserves the right to change, cancel, or revoke reservations. If there are changes or cancellations, staff will provide the affected group as much advance notice as possible.

### Study Room Use and Fees

Lights must remain on and the door unobstructed during use of a room.

The library reserves the right to change capacity restrictions and time limits of study rooms.

Study rooms must be reserved by someone 18 years old or older.

Study Rooms 1 & 2 have Smart Screens included. Additional equipment to use with the screens are available for sign-out at the Public Services desk if needed. Customers are responsible for clearing any personal information that is entered onto the screens and APL is not responsible for data privacy. A mobile Smart Screen ([i3 Touch X-One](#)) is available to reserve at no charge for those using rooms without existing AV equipment. The screen is 65" with adjustable height. It can be used as a projector with HDMI connection, and contains a built-in whiteboard app, conferencing (Zoom) app with camera, and Google browser functionality. The Smart Screen is only available at the Main Library and is available upon request on a first come, first served basis. Customers are responsible for clearing any personal information that is entered onto the screens and APL is not responsible for data privacy.

Any one that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.



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111 East 12<sup>th</sup> Street

Anderson, Indiana 46016 | 765-641-2456

[www.andersonlibrary.net](http://www.andersonlibrary.net)

Study rooms must be cleaned and returned to the original setup and the study room key returned to the Circulation Desk by the end of the reservation time or a \$50 fee may be charged.

Study room use must not disrupt other library customers.

Reservations will be held for 15 minutes and then rooms will be assigned to another customer.

Room must be vacated 15 minutes prior to Library's scheduled closing time.

The Study Room Policy will be available in each room.

### **General Information**

Study rooms are locked when not in use. Customers must obtain a key for their assigned study room at the Circulation Desk.

The library is not responsible for personal items brought into the study rooms and personal items may not be left in study rooms between reservations.

Food and drinks are permitted in the study rooms per the Acceptable Behavior Policy.

Glitter is not allowed in study rooms.

Library personnel have free access to enter any study room at any time.

Approved by APL Board of Trustees 1/20/2021,  
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