

## NEWTON COUNTY PUBLIC LIBRARY STUDY ROOM POLICY

Newton County Public Library provides study rooms for use individually or by groups of up to 4 people.

Study rooms are to be used for study, tutoring, discussion, counseling, interviews or preparation. They may not be used for social purposes, sales or personal gain.

Patrons using study rooms must be 10 years of age or older.

Persons needing to use study rooms who are not registered patrons of Newton County Public Library or Evergreen Indiana may use study rooms by presenting state-issued identification but may not reserve study rooms in advance.

Patrons may reserve one study room up to two weeks in advance by visiting the Circulation Desk, calling the library, or sending an email to the branch manager.

Each patron choosing to use a study room will be listed on the Study Room Use Log.

Dry markers and erasers are available for use on the marker board in each study room and may be signed out at the Circulation Desk.

When a patron is finished using a study room, he or she must return the key, markers, and eraser to the Circulation Desk.

Food or drink may be taken into study rooms.

The library reserves the right to terminate study room privileges for misuse or misconduct.

4/2006

Updated 10/2014

Revised 10/2016

Reviewed 10/18

Reviewed 10/20

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