

Study Room Policy

Adopted: October 11, 2012

Amended as Recorded in Board Minutes

Study Room	Capacity
Adult Study Room 1 (Mishawaka)	4
Adult Study Room 2 (Mishawaka)	7
Adult Study Room 3 (Mishawaka)	4
Adult Study Room 4 (Mishawaka)	4
Youth Services Study Room 1 (Mishawaka)	4
Youth Services Study Room 2 (Mishawaka)	4
Branch Study Room 1 (Bittersweet Branch)	6
Branch Study Room 2 (Youth @ Bittersweet Branch)	4
Branch Study Room 1 (Harris Branch)	4
Branch Study Room 2 (Harris Branch)	4
Branch Study Room 3 (Harris Branch)	8

Booking Study Rooms

- Patrons must have an MPHPL library card to use a study room.
- Study rooms may be reserved one day ahead of use and must be vacated 15 minutes before closing time.
- Patron (or a group of patrons) may book a study room no more than one use per day regardless of the location; bookings are limited to three hours.
- Rooms may be reserved by and for the following patrons:

Adult Study Rooms (Mishawaka)	Youth Study Rooms (Mishawaka)	Branch Study Rooms (Bittersweet and Harris)
<ul style="list-style-type: none"> • Ages 18 and up • Adult tutor/study leader with ages 10 and up 	<ul style="list-style-type: none"> • Ages 12-17 • Tutor/study leader with child/teen 	<ul style="list-style-type: none"> • Ages 12 and up • Adult tutor/study leader with all ages (child/teen/adult)

Conduct

- Patrons using the study room must adhere to MPHPL

- (1) Patron Code of Conduct
- (2) Unattended or Disruptive Children Policy
- (3) Business Solicitation Policy

Non-compliance may result in loss of Library privileges.

- The Library reserves the right to terminate any meeting that is noisy, disruptive, or potentially destructive to library property. Parents/tutors are responsible for the behavior of their children/students.
- The patron signing up for the study room takes full responsibility for any damages incurred resulting from its use. All damages will be charged to that patron; any abuse of the room will be cause for denying further usage to the patron.