

FAC-2 Study Rooms

W-TCPL offers private study rooms in most locations. These spaces are intended to provide a quiet environment for individuals to study or work, and to provide a place for people to work together on a project without disturbing other library users. Some study rooms offer a public access computer for guest use.

Regulations

- Study Room reservations are limited to a time period of 2 hours in rooms without a public computer and to 1 hour in rooms that do offer a public computer. Time may be extended if there are no reservations or no customers waiting.
- Individuals requesting reservations must agree to abide by all terms and conditions set forth in the study room policies, regulations and procedures and guests must follow the Library Code of Conduct as stated in section [CUS-2, Customer Behavior](#), of the Public Services Policy. Failure to abide by the following guidelines may be justification for denying individuals future study room use.
- Beverages in containers with fitted lids are permitted in study rooms. In study room that offer computers, beverages should be placed on the floor away from the computer.
- Food is prohibited in study rooms.
- Rooms must be cleaned of trash and debris at the conclusion of reservation and returned to the condition in which they were found. Rooms must be left in a neat and orderly condition. Any loss or damage to the room or its contents, including library equipment, will be billed to the person reserving the room.
- Cancellations should be made as soon as possible in order to make the room available to others.

Procedure 1—Reservation Guidelines

- Study rooms are available on a first-come-first-served basis.
- Customers must be at least 13 years of age or older to reserve a study room.
- Customers must be 18 years of age or older AND have a valid full-service W-TCPL library card to reserve the Harrison Study Room and the Taft Study Room at the Warren Library.
- Any customer wishing to use a study room must sign-up at the Circulation Desk, or may pre-book a study room online up to 60 days in advance. Reservations for the Teen Study Rooms in Teen Central at the Warren Library must be made at the Teen Central Service Desk.
- Each guest is permitted to make a reservation for a maximum of 2 hours per day in rooms that do not offer a public computer and a maximum of 1 hour per day in rooms that do offer a public computer.
- At the end of a 1-hour reservation, the patron may request an extension of up to 1 hour in study rooms that do not offer a public computer, which will be granted unless another patron has booked the time. Time may not be extended in rooms that offer a public computer.
- Rooms will be held for 15 minutes past the reservation time, at which point they may be given to another patron.
- Guests wishing to use a study room for private tutoring may do so provided they follow all regulations set forth in this policy.

- Study rooms in Warren’s Teen Central may be available for public use from 9:00 a.m. to 3:00 p.m. Monday through Friday and all day on Saturdays. Reservations beyond 3:00 p.m. Monday through Friday will be restricted and designated for teen use only.

Procedure 2—Study Room Availability and Capacity

W-TCPL offers the following study rooms by location:

Cortland Library

- Cortland Library Study Rooms (2 available)
 - Occupancy: Accommodates a maximum of 2 people

Howland Library

- Howland Library Study Rooms (2 available)
 - Occupancy: Accommodates a maximum of 2 people

Liberty Library

- Liberty Library Study Rooms (2 available)
 - Occupancy: Accommodates a maximum of 2 people

Warren Library

- Taft Study Room (*Must be 18 years of age or older and have a valid, full-service W-TCPL library card to reserve*)
 - Size: 72 sq. feet (8 x 9 sq. feet)
 - Occupancy: Accommodates a maximum of 4 people
- Harrison Study Room (*Must be 18 years of age or older and have a valid, full-service W-TCPL library card to reserve*)
 - Size: 72 sq. feet (8 x 9 sq. feet)
 - Occupancy: Accommodates a maximum of 4 people
- Teen Study Room 1
 - Size: 64 sq. feet (8 x 8 sq. feet)
 - Occupancy: Accommodates a maximum of 4 people
- Teen Study Room 2
 - Size: 64 sq. feet (8 x 8 sq. feet)
 - Occupancy: Accommodates a maximum of 4 people