Study Room Policy

Owner	Cobb County Public Library	
Reviewer(s)	CCPL Administrative Staff	
Approver(s)	Cobb County Public Library Board of Trustees	
Related Policies		
Related Standards	N/A	
Storage Location	Library Administration, IConnect, Cobbcat.org	
Last Review Date	February 15, 2023	
Next Review Date	February 2025	
Review Cycle	Every two years	
Review History	February 28, 2011; April 22, 2013; June 22, 2015; June 26, 2017; and September 23, 2019, February 15, 2023, November 27, 2023	

Cobb County Public Library provides space at designated libraries for individuals or small groups engaged in quiet study, work or group projects. Those libraries are: East Cobb, Gritters, Mountain View, North Cobb, Sewell Mill, South Cobb, Switzer, and West Cobb. Study rooms are available during regular library hours.

Study Room Use:

- Study rooms are available on a first come, first serve basis. Same day reservations can be made by an individual or a group.
- Requests for study rooms can be made in person at the Service Desk or by telephone during business hours.
- Individuals requesting study rooms must be at least 14 years of age.
- Study rooms are scheduled for two (2) hours per day per individual or group. Additional time per day may be granted if there is no waiting list.
- The number of people occupying the study room may not exceed the capacity of the room.
- A study room will be held for 15 minutes after the requested time before the reservation is considered canceled.
- A study room left unattended for more than 15 minutes will be considered abandoned and will be assigned to next user.
- Reserved rooms are not transferrable to another individual or group.
- Study rooms may not be used to distribute or sell goods or services.
- Library policies, including the Code of Conduct, are to be followed.
- Study room lights must be kept on at all times when the room is in use.
- The Library is not responsible for any items left unattended.
- Single-serving, dry snacks and covered beverages are permitted in study rooms.
- Study rooms must be left in the condition in which they were found, and all trash must be placed in trash containers. Persons who leave the study room untidy may lose future study room privileges.
- Study rooms are not soundproof. Discussions should be kept at quiet conversational levels. Volume controls on such electronic devices as laptops, personal computers, and cell phones should be adjusted so as not to disturb others in the Library.
- Individuals or groups who are unruly or noisy will be asked to leave.
- Users must vacate the study room at least 10 minutes prior to the scheduled library closing time.