

## Bookable Spaces Policy

Approved May 9, 2024

The Avalon Library is committed to providing a conducive environment for individual and collaborative study to serve the needs of our patrons. To accommodate the varying preferences and requirements of our users, the Library offers two (2) private study spaces for individuals and one (1) co-study space.

This policy applies to all patrons of the Avalon Library who wish to utilize the study spaces provided. Library staff have the authority to enforce this policy and may ask users to vacate study spaces if they fail to comply with the guidelines below.

### Access

- Private individual study spaces and the co-study space will be made available during regular library hours. Study spaces close thirty minutes before the library closes.
- Users may occupy a study space for a maximum of 2 hours per session. One session may be scheduled per day. Extensions may be granted at the discretion of library staff if no other patrons are waiting.
- Reservations can be made in advance by calling or visiting the Library. Walk in access may be available if no other patrons are waiting. Those walking in will still be required to make a reservation.
- **Organized groups seeking a space to meet must submit a request for a meeting room via the Library's Use of Facility form. Study spaces are not intended for group meetings.**

### Use

- The private individual study spaces are designated for solitary study and quiet activities.
- The co-study space is intended for quiet collaborative work or study sessions involving a maximum of three individuals.
- Users are required to maintain an atmosphere of quiet and respect for others using adjacent areas.
- Users are required to adhere to library rules and policies, including those related to noise levels and personal conduct.
- Covered beverages are permitted in these spaces, food is not. Food can be eaten in other library spaces.
- Users are responsible for maintaining the cleanliness of their study space and disposing of any trash or belongings properly.
- Users must vacate the space promptly at the end of their scheduled session unless an extension has been approved.
- Disruptive behavior or violation of library policies may result in loss of study space privileges.
- The Library is not responsible for the security of personal belongings left unattended in study spaces. Users are advised to keep their valuables with them at all times.