



CITY OF RANCHO CUCAMONGA

STUDY ROOM POLICY

POLICY NO.:
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EFFECTIVE: 09/13/07
APPROVED: 03/05/98

PURPOSE:

To establish guidelines for the public's use of the library study rooms, ensuring fair and equitable access.

PHILOSOPHY:

The Archibald and Paul A. Biane libraries are pleased to provide study rooms for the use of the general public as well as the use of Adult Literacy and Back 2 Basics (B2B) tutors and students.

Some of the study rooms were provided through Community Development Block Grant funding. A requirement of funding was to give first priority in use to the Adult Literacy program clients. After the priority has been fulfilled, the general public has access to the study room resources.

REQUIREMENTS TO USE THE ROOMS:

Age limits: Study room use is permitted for patrons 14 years or older. Children under the age of 14 must be accompanied by an adult 18 years or older while in the study rooms.

Identification required: A valid library card (patrons with library fines and/or fees exceeding \$5 will be blocked from using/reserving study rooms) will be required to be on file for any patron wishing to use a study room. In addition, a California Driver's license, State or Military ID card, or high school or college ID card will be required to be held by Library staff during the use of the study room.

RESERVING THE ROOMS:

The study rooms may be reserved by phone or in person through the following procedure:

Adult Literacy & Back 2 Basics Tutors: Library staff and tutors enrolled in the Adult Literacy and B2B tutoring programs have first access to reserving the study rooms and may reserve any of the rooms up to two weeks in advance through the Literacy and Back 2 Basics offices.

The general public may reserve any study room available up to 24 hours in advance of the time requested.

RESERVATION PERIODS:

Adult Literacy and B2B Tutors: Library staff and tutors enrolled in the Adult Literacy and Back 2 Basics programs may reserve the room for as long as necessary for tutoring purposes and as many times per week as they meet with literacy clients.

The general public may reserve rooms in two hour blocks. Two reservations are allowed per individual per week. Any individuals present in the room during the two hour use period will also be considered to have used their two hour allotment for that day. Missed bookings canceled due to late arrivals will still be counted.

STUDY ROOM OCCUPANCY:

Occupancy is limited to the maximum number of people permitted per room as indicated by the fire code and as posted for each individual study room.

LATE ARRIVALS:

The rooms will be held for 15 minutes after the scheduled reservation time. After that time, rooms will be available on a first come-first served basis.

CONDITION OF THE ROOM:

Patrons using study rooms shall leave the room in a neat, clean, orderly condition. Patrons who fail to follow this requirement will be notified and will be denied future access to study rooms. Vandalism will result in law enforcement action and all involved patrons being denied future access to study rooms.