

LIBRARY SERVICES  
585 Franklin Street • Mountain View • California • 94041-1998  
650-903-6335 • Fax 650-962-0438

## CITY OF MOUNTAIN VIEW LIBRARY GROUP STUDY AND PROGRAM ROOM USE POLICY

### POLICY:

The City of Mountain View Public Library provides 10 group study rooms located on the second floor of the Library, for small groups to use for purposes of group study, discussions, projects, and for tutoring or similar activities. Groups have priority for using the study rooms. The study rooms may be used by individuals only until a group desires to use the room. Other designated “quiet” areas of the Library are available for individual study, and other City facilities, such as the Community Center, for private events and parties. All group study rooms can be reserved for a maximum of two hours per day per group. Reservations are done online and can be booked up to three days in advance. Library services and programs have priority for the use of the rooms. The Library reserves the right to modify or cancel reservations with reasonable notice based on the operational needs of the Library.

Commercial uses and advertising, donations, raffles, collections, fees, or other sales are prohibited, except as provided by this policy, including use by an individual or any organization making sales or solicitations for any type of product or service, including nonprofit community groups and for-profit or private business organizations. The Library’s contact information cannot be used as an official address for any individual or organization using the group study rooms.

The 10 group study rooms consist of ~~one large~~ four study rooms than can accommodate groups of six, three study rooms that can accommodate groups of four, and three study rooms that can accommodate two persons. ~~five medium-sized rooms, and four small-sized rooms. The large study room is for groups of five to eight people. The medium-sized rooms are for groups of two to four people. The small-sized rooms are for groups of two people.~~ All rooms have wireless Internet and a whiteboard.

## REGULATIONS FOR GROUP STUDY ROOMS:

### **Registering**

- Reservations are done online for a maximum of two hours per day per group.
- The group study rooms are available for reservation at 30-minute increments.
- Groups are expected to cancel rooms that are no longer needed. Reservations can be cancelled online or by calling 650-903-6337. Groups more than 15 minutes late will lose their reservation.
- The member of each group who reserved the room must be a registered Mountain View Public Library user and will present his/her Library card at the Adult Services Information Desk on the second floor. This person is the "responsible user."
- The names of each person in the group are required for reserving the room.
- The responsible user needs to check in at the Adult Services Information Desk at the start of their reserved time.
- The responsible user must tell the Adult Services Information Desk staff when the group vacates the room.

### **Using the Group Study Rooms**

- The study room must be occupied continuously during the scheduled booking.
- A group using a study room may stay beyond their reservation until another group arrives to use the room.
- Adult Services Information Desk staff have the authority to make accommodations regarding use of the group study rooms, groups staying longer than the maximum time, and when to vacate for the next group.

### **Responsibility**

- The responsible user will be held financially responsible for any damage to the group study room or furniture.
- The room must be left in a clean and neat condition.

- A group which is noisy or unruly will be asked to leave.
- Eating and drinking are not permitted, except for covered drinks.
- Property should not be left unattended in the room. The Library is not responsible for personal property.
- The Library's Behavior Policy applies to the group study rooms.

Two program rooms are available during Library open hours for Library events, Library support organizations such as the Library Board or Friends of the Library, as well as Library-cosponsored and City of Mountain View-sponsored or related activities. The program rooms are not available to other groups due to high demand.

Adopted by the Library Board of Trustees: July 15, 2002

Revised and Adopted by the Library Board of Trustees: April 16, 2018

~~LIB/Group Study and Program Room Use Policy~~