

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 ROOMS USE POLICY

POLICY:

The City of Mountain View Public Library provides, ~~on a “first come, first served” basis, three-ten 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 of two or more people have priority for using the study rooms. The group 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 Centers, 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 have a 3-day advance limit. The Library reserves the right to modify or cancel reservations with reasonable notice based on the operational needs of the Library. Library services and programs have priority for the use of the rooms. There are no reservations except for literacy program tutors with the Library’s Reading Program.~~

~~Commercial uses and advertising, admission fees, 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 non-profit 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 large group study room is for groups of five to eight people. The two small group study rooms are for groups of two to four people. The ten group study rooms consist of: one large study room, 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. And the small-sized rooms are for groups of two people. All rooms have wireless Internet and a whiteboard. The small study rooms have wired Internet Ethernet connections.~~

~~Groups of two or more people have priority for using the study rooms. The group 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. The Library also has a small conference room (Monarch Room) that can be rented by individuals and groups of up to eight people for a fee of \$15 per use for up to four hours and \$25 per use for four hours or longer. The room is available from 10:00 a.m. to 4:45 p.m., Monday through Friday.~~

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.

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 ~~every~~ 30-minute increments.
- ~~Please cancel reservations~~ Reservations can be cancelled online, or by calling (650) 903-6337. Groups more than 15 minutes late will lose their reservation. ~~has a 15-minute window before losing their reservation.~~
- The ~~One~~ 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.~~registration.~~
- The responsible user needs to check in at the Adult Services Information Desk at the start of their reserved time.
- ~~The staff person at the Adult Services Information Desk will assign the group to a study room and check the condition of the room when the group leaves.~~
- The responsible user must tell the Adult Services Information Desk staff when the group vacates the room.
- ~~Volunteer tutors and learners affiliated with the Library’s Reading Program may reserve the small study rooms for a maximum of two hours per week up to 30 days in advance.~~

Using the Group Study Rooms

- ~~Each group may use a study room for one hour when others are waiting.~~
- The study room must be occupied continuously during the scheduled booking. ~~one hour, except for a short rest break.~~
- If the room is not reserved, ~~no other group is waiting,~~ the group presently using the study room may stay until another group has signed up to use the room.
- The Library is not responsible for any property left unattended in group study rooms.
- ~~A group of two to four may use the large study room when it is the last room available. However, should a larger group of five to eight want to use the large study room, the smaller group will have to leave after the minimum one hour time.~~
- ~~If all study rooms are occupied when another group is waiting, the group that has been using a room the longest (and at a minimum for one hour) will be asked to leave first. As a courtesy to the next group, study rooms should be vacated in a timely manner.~~

• ~~If a group wishes to use a study room again in the same day, there must be a period of at least one hour between the two sign ups. This does not apply if there is a vacant room.~~

• **Adult Services Information Desk staff have the authority to make accommodations regarding use of the group study rooms, groups staying longer than the minimum 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.

• Groups who are noisy or unruly will be asked to leave.

• Eating and drinking are not permitted, except for covered drinks.

• ~~Cell phone use is not permitted except as described in the Library's Behavior Policy.~~

• 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.

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

Revised and Adopted by the Library Board of Trustees: ~~September 20, 2010~~ March 19, 2018

LIB/Group Study Rooms Use Policy