



LIBRARY SERVICES DEPARTMENT

585 Franklin Street
Mountain View, CA 94041-1998
650-903-6335 | MountainView.gov

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

POLICY:

Group Study Rooms

The City of Mountain View Public Library provides 10 group study rooms, located on the second floor of the Library. The study rooms consist of four rooms which can accommodate up to six individuals, three rooms which can accommodate up to four individuals, and three more which can accommodate two individuals. Each room has a table and chairs, access to wireless internet and a whiteboard.

All group study rooms can be reserved for a maximum of two hours per day per group. Reservations are made online, by phone or in person. The group study rooms are available on a first-come, first-served basis for 30-minute increments. Rooms can be booked up to three days in advance.

A group is not allowed to extend their reservation by adding half-hour gaps between bookings. The maximum of two hours per day per group applies to all individuals of the group, regardless of the account used for the original booking.

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.

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.

Program Rooms

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

REGULATIONS:

Using the Group Study Rooms

- A Mountain View Public Library account is required to reserve a room. The user who booked the room is considered the responsible user.
- The responsible user needs to check in at the public desk on the second floor at the start of their reserved time. The responsible user must also inform desk staff when they are done using the room.
- The study room must be occupied continuously during the scheduled booking. If the room is left unattended for more than 10 minutes, the booking may be canceled and unattended items will be brought to the accounts desk on the first floor of the Library.
- Bookings should be canceled if no longer needed. Reservations can be canceled online, in person or by calling 650-903-6887. Reservations not claimed within five minutes of their start time will be canceled.

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 is not permitted inside the group study rooms. Only covered drinks are permitted inside the rooms.
- Property should not be left unattended in the room. The Library is not responsible for the loss of personal property.
- The Library's **Behavior Policy** applies to the group study rooms.

Adopted by the Library Board of Trustees: July 15, 2002
Revised: September 16, 2019



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

POLICY:

Group Study Rooms

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.~~ The ~~10 group~~ study rooms consist of four ~~study~~ rooms which can accommodate up to six individuals, that can accommodate groups of six, three rooms-study rooms-which that can accommodate up to groups of four individuals, and three more-study rooms which that can accommodate two individualspersons. Each room has a table and chairs, access toAll rooms-have wireless internet and a whiteboard.

~~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 made online, by phone or in person. The group study rooms are available on a first-come, first-served basis for 30-minute increments. Rooms can be booked up to three days in advance.

A group is not allowed to extend their reservation by adding half-hour gaps between bookings. The maximum of two hours per day per group applies to all individuals of the group, regardless of the account used for the original booking.

~~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.

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.

Program Rooms

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

REGULATIONS:

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 canceled 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 their 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

- ~~• A Mountain View Public Library account is required to reserve a room. The user who booked the room is considered the responsible user.~~

- ~~The responsible user needs to check in at the public desk on the second floor. Adult Services Information Desk at the start of their reserved time. The responsible user must also inform desk staff when they are done using the room.~~
- The study room must be occupied continuously during the scheduled booking. If the room is left unattended for more than 10 minutes, the booking may be canceled and unattended items will be brought to the accounts desk on the first floor of the Library.
- Bookings should be canceled if no longer needed. Reservations can be canceled online, in person or by calling 650-903-6887. Reservations not claimed within five minutes of their start time will be canceled.
- ~~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 is not permitted inside the group study rooms. Eating and drinking are not permitted, except for covered drinks. Only covered drinks are permitted inside the rooms.
- Property should not be left unattended in the room. The Library is not responsible for the loss of 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, and Library cosponsored and City of Mountain View sponsored or related activities. The program rooms are not available to other groups due to high demand.~~

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