

Pomona Public Library - Study Room Use Policy

Pomona Public Library's study room is for the purpose of group or individual study or teleconferencing. The study room is available at no charge and may be utilized only by Pomona Public Library cardholders ages 16+ whose library accounts are active and in good standing.

- All users of the study room are expected to follow the [Pomona Public Library's Rules of Behavior](#).

- **The study room is available on a first-come, first-served basis.** It may not be booked ahead of time.

- An individual or group may use the study room once per day for one hour and up to two hours. The study room may be reserved for one hour; at the end of the hour, and if no one else has reserved the space, a staff member will notify the occupant(s) that they may stay for another half hour. This may occur one more time for up to an additional hour of use.

- **The study room is limited to 1-2 individuals at a time.**

- The study room is available during library hours of operation. **The study room must be vacated fifteen (15) minutes prior to the library closing.**

- The study room may be assigned to another individual or group if all individuals have vacated the room. Personal belongings in an otherwise empty room may not be used to "reserve" the room. Any belongings left behind will be turned into Lost and Found.

- Study room users should keep the noise level to a minimum and shall not disrupt other users of the library. If the noise level disrupts other users of the library, the individuals causing the excessive noise may be removed from the study room or library.

- Smoking and consumption of food in the study room is prohibited. Drinks must be in a covered container.

- Patrons who use the study room are expected to leave the room in its original order.

Responsibility for the Room and Its Contents

We require the individual reserving the study room to provide a Pomona Public Library card in good standing for use of the room.

Pomona Public Library is not responsible for any damage or loss due to equipment malfunction.

The individual who provides their Pomona Public Library card will be considered responsible for the room and its contents. This person must sign a form indicating they have read and understood the Pomona Public Library's Study Room Use Policy.