

7.3. Study & Quiet Rooms

The purpose of the Feldheym Library study rooms is to provide a facility for educational purposes. The rooms can be used by all individuals who obtain a San Bernardino Public Library card, including students from local schools and colleges.

Study rooms are for quiet studying. Please be courteous to other individuals using adjoining rooms by not speaking loudly, banging or hitting the walls, or creating a nuisance that would disturb use of the rooms. Audio visual activity has to be on earphones not on open air.

7.3.1. Definitions. Studying can interpreted very broadly. It can include studying for a school major, a GED test, home schooling, or self-learning. It does not include cards for gaming (gambling), playing board games, texting or talking on the phone, or watching videos. The Library reserves the right to ask patrons their purpose in using the room and denying use if the Library deems their purpose as non-studying. If a patron feels this is unfair, or the decision to deny usage is incorrect, the patron can address the issue with the Library Director or can address the Library Board to request reversal.

7.3.2. Study room capacities

- A. **Kiwanis** room can accommodate 9 patrons
- B. **Exchange** room 7 patrons
- C. **AAUW** room 7 patrons
- D. **Soroptimist** room 7 patrons

Please follow the room capacity as set by the San Bernardino Fire Department. If a larger room is needed, please check with Library Administration for availability of larger rooms. Anyone wishing to join a group in a study room must check in at the Reference Desk and leave the appropriate ID with the Reference Staff member.

7.3.3. Fees. Individuals using the study rooms will be charged **\$15.00 per hour** for the use of the room. Bookings will be made through the Reference Information Desk. Payment must be made in advance at the Circulation Desk. Patrons who are asked to leave the rooms due to a violation of the rules outlined below will not receive a refund.

7.3.3.1. For students with a current student I.D., the fee will be waived.

7.3.4. Requirements

- A. Library card and photo ID. All individuals using the study rooms need a current valid San Bernardino Public Library Card, both to book the room and to have access to the study room along with a current photo

ID. Library staff will accept the temporary “blue” card to check out a room, while the patron waits for his or her card in the mail.

B. Patrons can only use their own library card and not borrow another patron’s card to reserve or occupy a study room. Library cards for each of the individuals who intend to occupy the study room must be held at the Reference Desk during the use of the room. Any library card not claimed by the end of the day will be placed in the library’s “lost and found” cabinet located at the circulation.

7.3.5. Age limits. No children under 6 years of age are allowed in the Study Rooms. Children 6-12 must be accompanied by an adult 18 years or older.

7.3.6. Reservations. Rooms must be reserved daily or a single reservation may be made 1 week in advance. Reservations can also be made over the phone. When making a reservation, the patron must provide the following information: person’s name, library card number, and number of people using the room. Only the person reserving the room can claim it. Study rooms may be reserved for 2 hours, and there is limit of one reservation per day (**\$30.00**). This requirement is made to allow other patrons an opportunity to use a study room and to prevent a single patron from dominating use of the study rooms all day.

7.3.6.1. No reservations may be made near closing time. Study rooms cannot be reserved during the last 30 minutes the Library is open. The reason is Library and security staff is in the process of closing the Library during this time period. For the same reason, patrons are asked to exit the study rooms 15 minutes before closing.

7.3.6.2. Patrons may not initially reserve a study room, then reserve a second room or have a second patron reserve the same room or any room in order to keep a study room all day. No multiple reservations will be allowed unless it is for a library function.

7.3.7. Cancellations

7.3.7.1. A patron who reserves a room and does not show up 2 times, will not be allowed to reserve a room in advance but will be allowed to come in and reserve a room for the current day.

7.3.7.2. Patrons have 15 minutes to claim their study room. If the room is not claimed within the 15 minutes, it is given to the next patron who is seeking a study room.

7.3.8. Room assignments. Patrons may not pick which rooms they want to use. Library staff will assign the study rooms. Larger groups of patrons will be assigned to a larger study room, while smaller groups will be assigned to a smaller room. If only

large rooms are available for a single patron, and no groups of patrons have reserved the larger room, the single patron may be granted use of the larger room.

Patrons who reserve a study room may not switch rooms with other patrons as this will lead to confusion and create problems such as when Library staff returns the patron his or her library card.

7.3.9. Safety & security

7.3.9.1. Study rooms are locked. The Library staff or the security guard will let the patron into the room. Patrons are encouraged not to leave valuables inside the study rooms. If patrons need to leave the study room, they are strongly encouraged to take all valuables with them and ask the Library staff or guard to let them back into the room when they return.

7.3.9.2. For safety reasons the lights must be left on in the study rooms so activity can be observed by staff and Library security.

7.3.9.3. A patron who reserves the room is responsible for it. Patrons may not reassign the room for the remainder of their time. Any damage to the room is the responsibility of the patron checking it out. When the patron is done using the room, they are to make sure the room is empty, turn off the lights, and close the locked door.

7.3.10. Banned from study room usage. The San Bernardino Public Library has a zero tolerance policy for abuse of the rules outlined above. Failure to comply with the rules for the use of the study rooms can result in a ban of six months and a second offense will result in a permanent ban of the use of the rooms.

7.3.11. Library priority. The Library reserves the right to ask a group to relinquish the study room if it is needed for a Library function. This priority is followed even if the room has already been reserved by the patron. In this situation, a refund will be granted.