



## Use of the Quiet Study Rooms/Pods in the Reference Department

- Patrons who wish to use the Study Rooms and Pods in the Reference Department must present a photo I.D. or an MRCPL Library card to be kept at the Reference Desk while the room is in use.
- Rooms are on a first come, first served basis and cannot be booked in advance.
- Use of the rooms is restricted to adults or children accompanied by an adult.
- There are five rooms available for use at this time:
  - One large group room that can hold up to ten individuals (not sound proof)
  - Two smaller rooms that can hold up to three individuals (not sound proof)
  - One sound proof pod that can hold two individuals
  - One sound proof pod that can hold one individual
- Patrons can have a covered drink in these rooms, but food is not permitted.
- If a patron leaves the study room longer than for a quick visit to the restroom, they must gather their belongings, and check out of the rooms, by taking their I.D. or MRCPL Library card from the Reference Desk. Patrons are strongly discouraged from leaving valuables in the rooms and staff are not responsible for items brought into the library. Rooms will not be held for anyone not inside the rooms for extended periods of time.
- Each individual using the quiet study rooms must observe all library rules and policies and comply with the guidelines for use of the quiet study rooms. Library staff have the authority to ensure compliance with these conditions. The Library reserves the right to deny access to the quiet study rooms to anyone who abuses this privilege.