



Lakeland Public Libraries' Study Room Use Policy

The Lakeland Public Library and the Larry R. Jackson Branch Library have study rooms available to the public.

Reservation Guidelines:

- Study rooms may be reserved for up to **two (2) hours per day**.
- Individuals or groups may have a maximum of **three (3) active bookings** at any one time.
- Reservations may be made **up to one (1) week in advance**.
- Reservations will be **cancelled if users arrive more than 15 minutes late** without notifying staff.

Study Room Use Restrictions:

- Study rooms accommodate one (1) to two (2) people
- Users of the study rooms **cannot**:
 - Advertise or promote products, services, or businesses.
 - Charge fees, collect money, or sell items.
 - Make physical alterations to the room (rearrangement of chairs already in place is permitted).
 - Block windows or doors.
 - Turn off lights in the room.
 - Eat or have open food containers; drinks with secure lids are permitted.

User Responsibilities:

Users of the study rooms are responsible for:

- Scheduling room use during regular library hours, with bookings ending at least **10 minutes before closing**.
- Providing any ADA accommodation requests from their attendees.
- Not leaving personal equipment (e.g., laptops) or belongings unattended in the space and removing them upon departure.
- Covering damages to the room or furnishings.

Policy Violations:

- Failure to comply with these policies may result in loss of study room privileges.

If you have any questions or need assistance while using a study room, please contact Library staff.
Thank you for your cooperation.