

The Library welcomes the use of its study rooms for individuals or small groups free-of-charge during regular open hours.

The purpose of this policy is to support the Library's objectives of providing equitable and inclusive access to services while maintaining a welcoming and supportive environment, free from discrimination and harassment. The policy outlines the priorities, terms, and conditions of use for the study rooms.

The Library does not endorse an individual's or group's beliefs, policies, or practices as a result of granting them permission to use a study room.

1. Study Room Options

Ideal for individual study, quiet group conversations and collaborative group work, the Library offers the following:

Audley Branch Study Rooms

- Audley Branch offers 4 study rooms that accommodate up to 6 people.
- Rooms are furnished with TVs designed for presentations using Clickshare and whiteboard walls.

Main Branch Study Rooms

- Main Branch offers three bookable spaces:
 - One single person study room
 - Two study rooms that accommodate up to 4 people.

To ensure everyone's safety, the maximum capacity limits for each space cannot be exceeded.

2. Study Room Guidelines

- 2.1 Must be 14 years of age or older to reserve a room.
- 2.2 Rooms may be reserved for 1 session per day for up to 2 hours and may be booked up to 7 days in advance.
- 2.3 Customers must check in with Library staff upon arrival to confirm their reservation.
- 2.4 Bookings not claimed within 15 minutes of start time will be offered to requesting customers on a first come first served basis for the remaining reserved time. We request that reservations are cancelled if no longer required.
- 2.5 Customers may extend their time by 1 hour if the room is available.
- 2.6 Study rooms are for quiet study and small group work only. We ask that you respect other users in the Library and keep noise to a minimum.
- 2.7 As a courtesy, rooms must be free of debris at the end of the session.
- 2.8 To ensure fair and equal use by all, customers must leave study rooms promptly at the end of the reserved time.

- 2.9 Library reserve the right to cancel reservation without notice for customers whose bookings exceed the daily limit or violates one or more of these guidelines.
- 2.10 Customers must observe the provincial, federal statutes, municipality by-laws and Library's Policies, including the Acceptable Behaviour Policy.
- 2.11 Activities of games of chance, sales of goods, fundraising and paid tutoring are not permitted in a Study Room.
- 2.12 The Library may reserve a room for its own purposes and will make the space available to customers after its own needs have been satisfied.

3. Loss of Use of Study Room Privileges

- Use of a Study Room that promotes discrimination or hatred for any group or person on the basis of, but not limited to race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed/religion, age, gender, gender identity, gender expression, marital status, family status, sexual orientation, disability, and socioeconomic status;
- Use of a Study Room for a purpose that may result in the violation of any law or Library's policies.
- There is a likelihood of physical danger to people, premises, or equipment.
- Previous misuse of Study Room.
- Customers who are denied permission to use the Study Room can appeal the decision, in writing to the Chief Librarian and Executive Officer or designate, whose decision will be final.

4. Other Study Spaces

There are many study desks, tables, and chairs located throughout each of the Library's locations which can be used for studying, project work, or quiet reading. These are not subject to time limits and are available on a first come, first served basis.

If preferred, customers are welcome to rent a room from the Main Branch.