



## Study Room Policy

### I. Purpose

The Fairfield Public Library provides study rooms to support individual and small-group use for quiet study, research, and related activities.

### II. Use and Eligibility

The Library offers study rooms for use by community members on a first-come, first-served basis. Library cardholders must present a valid library card to use a study room. Individuals without a library card may present a current photo ID. All users are required to complete a Study Room Signup Form to obtain access to a room.

### III. Duration of Use

Study rooms may be used for up to three (3) hours at a time. Users shall indicate their anticipated end time at the time of signup. Use beyond the initial three-hour period may be permitted in one-hour increments at staff discretion, provided no other patrons are waiting.

### IV. General Conditions of Use

#### 1. Care of Space

Users shall leave study rooms in the same general condition in which they were found.

#### 2. Food and Beverages

Full meals are not permitted. Light snacks and beverages in covered containers are allowed.

#### 3. Noise Levels

Users shall maintain low noise levels. Study rooms are not soundproof, and activities that generate excessive noise are not permitted.

#### 4. Temporary Absence

Users who leave the building must return their room key to the Front Desk. Study rooms may be left unoccupied for no more than fifteen (15) minutes. Items left beyond this time may be removed by staff to make the room available for others.

#### 5. Fragrances and Environment

The use of sprays, fragrances, or other substances that may impact shared air quality is not permitted.

### V. AV Room Overflow Use

When study rooms are fully occupied, the AV Room may be made available for overflow use at staff discretion. In such instances, use of the AV Room shall be governed by the same expectations and conditions outlined in this Study Room Policy.

### VI. Policy Compliance

All use of study rooms is subject to Library policies. The Library reserves the right to deny or revoke use for failure to comply with this policy.

Approved by Fairfield Public Library Trustees 4-20-2026