



COLUMBIA COUNTY LIBRARY SYSTEM

Study Room Policy

Adopted by the Columbia County Library System Board of Trustees

Date of Adoption: 1/6/2026

Effective Date: 1/6/2026

Date of Last Revision: 1/6/2026

Columbia County Library System
Study Room Policy

- Reservations for Study Rooms can be made by calling the adult reference desk or by walk-in.
- The individual making the reservation is responsible for the room and must have a valid library card in good standing or a valid out of state driver's license.
- Study Rooms are available for a maximum of two hours on a first-come, first-served basis for adults. If under the age of 18, there must be three or more people in attendance. If there are no further bookings, the group may continue to use the room beyond the two-hour time limit.
- The Study Rooms can **NOT** be reserved by "For Profit" tutors or organizations.
- Reserved rooms are held for 15 minutes. If the responsible individual is a no-show, the room is forfeited and made available for use.
- Reservations for Study Rooms may be made two months in advance with library programs having precedence. The responsible individual may reserve a Study Room for only two consecutive bookings in advance. No more than one booking in a day.
- Study Rooms must be vacated 15 minutes before the library closes and rooms must be left in good order. The individual booking the room is responsible to the library for the cost of repairing any damage to the room that occurs during the period of use.
- The library is not responsible for personal items left unattended in the rooms.
- Food or drinks are **NOT** allowed in the Study Rooms at any time, except bottled water. Individuals violating this policy will be barred from using the library's Study Rooms.
- The reference desk staff will unlock the Study Room for the responsible individual ONLY. Individuals reserving a Study Room must read and sign the policy prior to occupying the room.
- The library can deny future access to facilities if a group fails to comply with all policies.

Library Card #: _____ **Out of State DL #:** _____

Phone: _____

Print Name: _____

Patron's Signature: _____

Date: _____ **Entered into Database by (Staff Initials):** _____