



## STUDY ROOM POLICY

1. One study room is reservable for future use by contacting the library. The other room is "first come, first served." At the discretion of the Director, either room may be reserved for library purposes or on behalf of the local government.
2. To use either of the rooms, ask at the reference desk. If a room is available, staff will unlock the door.
3. The study room may not be used for religious services, sales promotion, or for the benefit of private individuals or commercial concerns engaged in marketing. Political meetings are acceptable at the discretion of the director for the discussion of issues but not for campaign purposes, party caucuses, and the like.
4. Rooms are locked when not in use.
5. There is a two-hour time limit that may be extended at the staff's discretion.
6. Covered drinks are allowed. Spills must be cleaned up promptly and thoroughly, and reported to a staff member.
7. White boards, markers, and office supplies in the study rooms are for the convenience of the patrons. Please do not remove these supplies. Destruction, removal, or waste of these supplies will result in loss of Study Room privileges.
8. The rooms are not soundproof; excessive noise will result in loss of room use.
9. All aspects of the Library Code of Conduct apply in the study rooms.

**Adopted by the Ogden Farmers' Library Board of Trustees, October 16th, 2025**

