

HORTONVILLE PUBLIC LIBRARY

STUDY ROOM POLICY

Purpose and scope: The Hortonville Public Library (herein referred to as “Library”) offers a study room for use by individuals and small groups to meet and work quietly. The study room comfortably fits 4-5 adults. The Library will use the following policy in regards to study room use.

1. The study room is available for use for all community members regardless of beliefs or affiliations, in keeping with the mission of the Library.
2. Use of the study room will only be permitted during regular library hours.
3. Study room availability is on a first come, first served basis and can be reserved at the library circulation desk.
4. Study room reservations cannot exceed 4 hours per daily reservation. Extensions may be granted if no one is waiting to use the room.
5. Regular daily reservations cannot be permitted, although users may find space within the remaining library facilities.
6. Study room users may not charge any fees from group attendees.
7. Users agree to uphold all requirements of the library relating to the use of the facilities and accept responsibility for any and all damages caused to the room beyond general wear and tear noted prior to room use. The individual who registered the use of the study room will be the individual responsible for damages.
8. The Library does not assume liability for individuals using the study room or any items brought into the study room by any group or individual using the room.
9. The Library will not store equipment and supplies for anyone using the study room prior to or succeeding the use of the room.
10. Use of the study room does not imply endorsement by the Library, its staff, or the Library Board of Trustees. Study room users must not publicize their event in any manner that implies it is sponsored, co-sponsored, endorsed or approved by the Library unless permission to do so has been given in advance by the library director.
11. No promotional, persuasive, or solicitous material may be distributed to other library users without the specific permission of the library director.
12. Library spaces, including the study room, may be used for group gatherings, except in the event that the gathering interferes or disrupts the use of the library; encourages or directly violates the law or Village Ordinances; or involves the sale, advertising, solicitation, or promotion of products, services, or memberships.

13. The Library retains the right to monitor the use of the study room to ensure compliance with library regulations. The library director has the authority to issue reasonable study room rules and to revoke permission for use of the study room if policies and regulations are not followed.

The Village of Hortonville offers meeting spaces that can accommodate larger groups of people. Users are charged a fee for using these spaces, and reservations must be placed well in advance. Visit the Village of Hortonville website for more detailed information on reserving Village meeting spaces.

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