

Study Room Policy

Purpose: Study Room for an individual up to a maximum of 6 individuals

Location: 1 study room in Reference on the 2nd Floor

Eligibility & ID: **Person making reservation** is responsible for the room and making sure the group adheres to the posted BHPL Standards of Behavior policy and:

- Must be at least 14 years old or a freshman in high school
- Have a valid Beverly Hills Public Library card or Computer Use Card

Reservations:

- May be made in person on a “first come first serve” basis or by calling 310-288-2244 up to one day prior or on the same day
- Time slots are for ½ hour increments and begin after the library opens and end a half hour before the library closes
- Reservations may be for 1 or 2 hours for the same day
- 10 minute grace period to claim the study room or it may be forfeited to others waiting.
- More than 2 “no-show” reservations may result in the loss of study room reservation privileges. Please call 310-288-2244 as soon as possible if you cannot keep your reservation.
- In support of the **Library’s Literacy Program**, a limited number of hours **may** be on **standing reservation for volunteer tutors** and their students, but they must abide by the same use rules and may lose their reservation if they do not both arrive on time or if they neglect to cancel in a timely fashion.

Enforcement:

- Staff has the discretionary authority to remove or suspend users.