

Operation Policies

Study Rooms Policy

The Delmar Public Library Board of Commissioners, hereafter referred to as the Commissioners, serves as the governance of the library building located at 101 N. Bi-State Boulevard, Delmar, Delaware, and has sole jurisdiction for the use and administration of its facilities. As such, the Commissioners reserve the right to approve or reject requests for use of all meeting rooms and shall act as the final authority in granting or refusing permission for the use of the rooms. The Commissioners' intent is to make its facilities available to the public on an equitable basis regardless of beliefs or affiliations of the individuals or groups requesting their use. The intent of this policy is to make the Library's meeting rooms available for educational, cultural, and informational purposes. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs.

The Library provides space for quiet study and/or discussion. Study rooms are available only during the Library's hours of operation and on a first-come-first-served basis. The study rooms can seat up to four (4) people. Users are expected to vacate the room when the reservation time has ended or 15 minutes prior to the Library closing or when notified by staff. Daily reservations can be made for hourly increments, with potential for extended time if there are no other patrons waiting to use the room. Reservations are made in hourly increments. Library staff have the right to enter the study rooms at any time to monitor patron activity. Library staff assume no liability of items (e.g., laptops) brought into the study rooms and are not responsible for any items left behind after the reservation period has ended. The Library reserves the right to schedule the study rooms for Library purposes on an as needed basis.

Study room users are expected to keep a quiet, study-like environment. The volume of any digital devices should be kept at a decibel level that cannot be heard by individuals outside of the study room and does not create a disturbance. Usage of headphones is encouraged. Water in a closed container may be consumed in the study room.

The Delmar Public Library is not responsible for damages to or theft of equipment used or left in the study rooms, including but not limited to damages by viruses to software or computers or other electronic devices. The Library assumes no responsibility for items left on the premises and will not store them. The Library will contact the organization in writing regarding items to be removed. After 60 calendar days from the date of the letter to the organization, the Library will dispose of items left on the premises.

Requests to use a study room can be made online via the Library's website or by talking to a library staff member. Study rooms can only be used during the Library's normal operating hours. There is no charge for using a study room.

Rules:

1. Any accidents, injuries, and/or damage to the room, its contents, or participants occurring during study room usage must be reported immediately to the Library Director or his/her designee.
2. All patrons must abide by the Library Rules Governing Behavior and Conduct and policies for the Delmar Public Library. Meetings may not be disruptive of the Library or its functions. Individuals, who fail to abide by Library rules, regulations, and this policy, or to cooperate with Library staff, are subject to ejection from the Library.

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3. All trash must be removed from the study room and properly disposed of after patron usage.
4. Smoking, vaping, the use of any other tobacco products, alcoholic beverages, and/or controlled dangerous substances are prohibited.
5. No furniture or equipment may be brought into the meeting room without prior approval of the Library Director or designee. If additional seating is needed please ask library staff. Nothing will be attached or adhered to the walls. No tape or tacks or staples may be used on the walls. No lighted candles or other open flame may be used in the Library.
6. The Commissioners reserve the right to disallow or revoke permission granted to patrons for use of the study room on a case-by-case basis if that individual has previously violated these rules, or if it believed by the Commissioners that the use of the study room will interfere with Library operations, adversely affect public safety or cause public disturbance.
7. Failure to adhere to these policies may result in the rejection of future room reservations.