

**We recently revised our Study Room policy to accommodate the increasing demand for use of the study rooms. Please read the Study Room policy below. By signing in to a study room you are agreeing to adhere to the Study Room policy.**

## **Study Room Policy**

Four study rooms (one with a dedicated computer) are available for patron use at Monona Public Library. You can reserve a study room up to four weeks in advance. When not scheduled, study rooms are available on a “first-come, first-served” basis.

- Patrons are required to check in at the circulation desk before using a study room.
- Patrons are asked to check with staff at the desk when finished with the study room.
- Reservations on study rooms will be in effect up until 15 minutes after the time given. After 15 minutes the room will be open.
- Study rooms may be reserved by adults and persons under the age of 18.
- Room capacity is limited to a maximum of 4 people.
- Rooms may be used for up to two hours at a time. If no one is waiting to use a study room the time may be extended. This is determined on a case-by-case basis.
- Patrons are required to adhere to all regular library rules and regulations.
- Patrons are responsible for any damages to the study rooms.