

# CITY OF CALABASAS LIBRARY

## STUDY ROOM GUIDELINES

- The study rooms are provided free of charge to Calabasas residents as a value-added service. **A valid Calabasas Library card is required.** There is a \$25.00 an hour charge for all others payable by cash or check only. The charge was determined by the Library Commission.
- Rooms are scheduled at the Reference Desk. A room also may be reserved in person or by phone two times a week up to seven days in advance. To reserve a room call 818 225-7616 ext.3. Please cancel the reservation if unable to make it.
- Rooms are available from opening but after 3:00 p.m. on weekdays and all day on weekends only groups of two or more can use them. No more than six in a group are allowed in one room.
- There is a two hour use limit per day. Groups are subject to the same limit. A group member cannot sign up again using a different card.
- Those wishing to use a room must check in at the reference desk with their library cards or IDs and payment receipt if necessary. Library cards must be in good standing.
- The circulation desk will issue the payment receipt. Only cash and checks are accepted.
- If you don't check in within 15 minutes of your reservation the room may be given away. Also, if you leave the room for more than 15 minutes, it may be given away to someone else.
- Notify staff when vacating the room. The room must be vacated ten minutes prior to library closing.
- All regular library rules of behavior must be followed. No food or uncovered drinks are allowed.
- The room must be left clean and in its original condition.
- Do not leave personal items unattended. The library is not responsible for loss or damage to users' belongings.
- Use of the room may be preempted for library sponsored programs and activities. The reference librarian has discretion when assigning the room.
- Anyone failing to follow the guidelines will be asked to leave the room and may be denied future use of the room.