

Study Room Use Policy

Updated May 2026

The McMinnville Public Library study room is available for all patrons to use free of charge, but priority will be given to patrons who are pursuing job-related activities, such as online interviews and meetings, or using it for educational purposes. All patrons must abide to the Library Code of Conduct and additionally must agree to the following to use the study room.

- Library Card or ID is required to use the study room.
- The study room is available on a first-come, first-served basis.
- Individuals can make reservations up to one week in advance but are limited to reserving the study room **twice** per week and recurring reservations are not permitted. Reservations may be cancelled if user has not arrived within 15 minutes after start time.
- Patrons may use the study room for up to **two** hours, once per day, either individually or part of a small group. Librarians may extend usage time.
- The study room is only available during the hours that the library is open. Use of the room must end **15 minutes** prior to the library closing.
- The study room is available for all ages. Individuals under the age of 12 must have adult supervision.
- The room must be left in the same condition it was found, including the placement of chairs and tables.
- No food is allowed in the study room.
- No sleeping inside the study room.
- Personal items and equipment must not inhibit or obstruct door passageway.
- The study room will be locked when not in use.
- Any accidents, injuries, and/or damage to the room, its contents, or participants during study room usage must be reported immediately to the Library Staff on desk.
- The library is not responsible for equipment, supplies, or personal items left in the study rooms. The study room is not for personal storage; items left in the room unattended for more than 30 minutes will be removed to the lost and found.
- Room use shall not interfere with the normal use or operations of the library.

Failure to comply with these guidelines may result in the loss of study room privileges. The library has created this policy to ensure safe, fair access, and use of the study room to all library patrons and guests.

Study Room Use Policy

Updated May 2026

Laptop Use in Study Room

The Library has a laptop available to individuals who need to access WorkSource, need access to video calls, are taking test, etc. The laptop has wireless Internet, Microsoft Suite, and is headphone compatible.

Guidelines

The laptop may not leave this area of the library.

In order to borrow a laptop for in-house use, a valid identification card (Library card, student identification card, driver's license, or state identification card) must be left with the library staff. The identification will be secured with the staff until the return of the laptop.

The laptop may be used for two hours at a time.

The laptop will have a charged battery, but patrons are encouraged to use the electrical outlets available in the space.

Use of the laptop may not be transferred to another patron without appropriate return of the equipment.

You may use a USB to store saved work. You cannot save work to the laptop itself.

Laptop users must adhere to the Library Internet Policy.

The laptop must be returned to the Librarian on duty. Once the librarian has confirmed that the laptop has been returned in satisfactory condition, the patron's identification will be returned.

If laptop is damaged, then an appropriate fee will be paid. Library use will be restricted until the fee is paid.