

Policy: Study Rooms**Approved: 8/26/10****Amended: 1/19/17, 1/17/19****Reviewed: 1/19/17, 1/17/19**

This policy governs the use of the study rooms on the ground floor of the Main Library located at 701 Goode St., Bristol, VA.

There are three rooms available for general public use. These are the **William C. Burriss, Sr., Reading Room, the Cardiovascular Associates Study Room, and the Blue Stocking Reading Room**. These rooms are available for use by the public and are intended for use by individuals or small groups of eight or less involved in studying, group projects, and/or meetings.

- **Availability/Reservations:** These rooms are available on a first come, first served basis if they are empty. However, the William C. Burriss, Sr. Reading Room and the Blue Stocking Reading Room may be reserved in advance at the Reference desk or by calling 276-645-8781. The Cardiovascular Associates Study Room is usually not available for reservation.
- **Time Limit:**
 - People reserving the room in advance may reserve the space for no more than two (2) hours per day and no more than two (2) days per week (Sunday through Saturday) without prior approval from the Library Director.
 - Advance reservations may be made no more than two (2) months in advance. Any reservations requiring more advance notice must be approved by the Library Director.
 - Without a reservation, the rooms may be used for two hours or less by an individual or group. At the end of the two hour period, if the room has not been requested by another group, the time may be extended for no more than one additional hour. The rooms may not be used beyond the three hour total per day by anyone in the group.
- **Terms of Use:**
 - Patrons must sign in at the Reference desk for the use of these rooms.
 - No food or drink is allowed in the rooms.
 - For safety, children are not to be left in the study room unattended by an adult.
 - Valuables should not be left unattended in the study room. The Library is not responsible for the loss or damage of property left in the study room.
- Misuse of the study room may result in the loss of library privileges. Study room use will be monitored. Library staff has the authority to expel individuals or groups using the room inappropriately. Please refer to the Library Conduct policy for rules about patron behavior.