

Study Room Use Policy

Definition and Description of Study Rooms

The Shorewood Public Library provides access to two study rooms at no cost. Both Study Rooms seat up to two people. Study rooms are intended for the purpose of quiet study and discussion. Study Room 2 is available on a first come, first served basis and Study Room 1 can be reserved in advance.

Reservations and Availability

Study Room 1 can be reserved up to two weeks in advance using our meeting room reservation software. Reservations must be made at least 24 hours in advance. The room can be reserved for up to two hours per day, and an individual can make up to two reservations per week. Study room 1 is available for drop in use when not reserved. A drop-in user must leave when a scheduled reservation occurs.

If an individual does not arrive within 15 minutes of the scheduled reservation start time, they will be considered a no-show and the room will be made available to others. If the room is vacated prior to the reservation end time, the room will be made available to others.

Study Room 2 is available on a first come, first served basis and cannot be reserved in advance. The room can be used for up to two hours per day.

Extra time requested for study room sessions will be accommodated if there are no other requests for use of the room. Those individuals or groups who have been allotted additional time in study rooms beyond the two-hour limit will be asked to vacate if all study rooms are filled and a new party wishes to use a room.

Rules of Use

Study room users must comply with the Library Code of Conduct.

Patrons are expected to leave the rooms in their original order and free of trash.

Lights must remain on during use.

Users may request a key to the room from the librarian if they need to step away and would like to lock the room during that time. Time spent away from the room is considered part of the reservation.

There is no guarantee of a silent atmosphere inside each study room due to their proximity to one another. Users of each study room are asked to be respectful of other patrons in adjacent study rooms and of the Library's Code of Conduct regarding noise.

Study rooms are available for use during the library's open hours, and all rooms must be vacated 15 minutes before closing.

Adopted by Library Board on June 8, 2022