
Smiths Falls Public Library



Policy Type: **Operational**

Policy Number: **OP-08**

Policy Title: **Study Room Usage**

Policy Approval Date:
November 25, 2025

Last Review Date:

The library provides study rooms for small groups. Use of these rooms is subject to the following conditions:

1. Keys for study rooms are located at desks.
2. Rooms are for the use of a maximum of 4 people.
3. Study rooms in the children's department may be used by:
 - a) Individuals or groups between the ages of 10 and 17.
 - b) Groups consisting of both children and adults.
4. The basement study room may be used by:
 - a) Individuals or groups age 18 or older.
5. Rooms may only be used between 15 minutes after library opening and 15 minutes prior to library closing.
6. Rooms are to be used the purpose of studying or private professional meetings only.
7. Rooms may be booked for up to 1 month in advance. Bookings can be made at the main floor service desk or the children's service desk.
8. Bookings can be for a maximum of three hours.
9. Library programs and services take precedence.
10. Study rooms must be left in the same condition they were entered in and users must notify staff when they have vacated their study room.
11. There is no cost to use study rooms.
12. The Library Code of Conduct (OP-15) must be adhered to.
13. Staff may check in at any time to ensure the safety and well-being of study room occupants.
14. Any violation of the aforementioned conditions may result in the inability to book study rooms in the future.