



MIDLAND COUNTY PUBLIC LIBRARIES

STUDY ROOM POLICY AND FORM

Midland County Public Library (MCPL) study/collaborative spaces are available for use without charge to individuals, nonprofit, educational, cultural and/or civic organizations when they are not in use for Library-sponsored or Library related programming. The study rooms may not be used for commercial or business purposes, must be free of charge, and are alcohol, vaping, and tobacco-free spaces.

AVAILABILITY, RESERVATIONS & CANCELLATIONS

1. Study rooms are available only during MCPL's normal operating hours. Reservations may be scheduled to begin as soon as the Library opens and must conclude 15 minutes prior to the Library closing.
2. Reserving a study room:
 - a. Reservations will be accepted only from adults (age 18 and up). Minor's age 10-17 may use the study room but their guardian must complete the registration form in person and are to be held responsible for the minor's behavior per the "Supervision and Behavior of Minors" policy.
 - b. Requests for a study room should be completed using the official Study Room Reservation Form which can be acquired at the Adult Services Desk, on the Library website or directly here: <http://bit.ly/MidlandSRF>
 - c. Any group must designate a representative who shall be held responsible for the group and the room during its use.
 - d. Reservation forms must be submitted in person, via email, or through the google form online.
 - e. Reservations will be accepted on a first-come, first-served basis.
3. Recurring reservations for the rooms may be made in person or by phone by the representative after the first use. Recurring reservations may be made only 5 consecutive library operating days.
4. Any cancellations or changes to scheduled reservations should be submitted via phone or in person to the Adult Services Library staff as soon as possible. Representatives that habitually cancel meetings and/or arrive more than 15 minutes late may have their reservation cancelled and may lose study room privileges.
5. In the event of unscheduled closings (i.e., inclement weather), patrons are advised to check the Library website (<http://www.co.midland.tx.us/departments/lib>) or social media pages for possible closing information. Patrons may also call our Adult Services Desks at 432-742-7420 (Centennial) 432-688-4328 (Downtown) and/or view local news outlets.
6. No representative may assign its space or reservation to another group or person.

USAGE

1. Utilization of MCPL study rooms must be in full compliance with all local, state, and federal laws and regulations, as well as library policies. Access to any room will not be denied or abridged because of race, origin, age, background, views, disability or membership in any group.
2. Study Rooms may be reserved 3 hours at a time per group in order to ensure that other members of the library community have equal opportunity to utilize these resources.
3. Study room use must not disrupt the normal use of the Library for patrons who are not participants. Persons using the study rooms are subject to all library rules and regulations.
4. At the conclusion of the reservation:
 - a. White boards should be erased.

- b. All food, drinks, and other trash must be placed *inside* receptacles provided, and any spills, etc., must be cleaned up prior to leaving the Library.
 - c. Persons or groups using the study rooms may rearrange tables, chairs, etc. to accommodate their needs but must return the furniture in the room to the original layout upon their arrival.
5. Groups must provide copies of all publicity, literature, notices, etc. that is distributed about the meeting. MCPL will not distribute any form of publicity for any group. Publicity should be submitted prior to the meeting – at the time of reservation if possible. It must contain the name of the sponsoring group and a telephone number for contacting them. Publicity will not be distributed by MCPL.
6. Use of a study room does not permit the distribution of flyers or placement of banners or posters elsewhere in the buildings. Any literature must be taken from the room at the end of the meeting.
7. No activity may damage the walls, floors, ceiling, furnishings, or equipment of the room. The representative designated on the reservation form will be held liable for any damages incurred.

DISCLAIMERS

1. MCPL is not responsible for loss or damage to personal materials in conjunction with the use of the library or its equipment.
2. Unattended items left in the Study Rooms will be handled accordingly.
3. Permission to use the study rooms is not an endorsement by MCPL or Midland County.
4. Any individual or organization not complying with all rules and regulations may be denied the use of MCPL study rooms in the future.

The Library Director will decide questions regarding interpretation of the above regulations.

Behavior and Supervision of Minors in Midland County Public Libraries

Midland County Public Libraries welcomes children.

Parents/caregivers are responsible for their child's safety and behavior while on library premises whether the parent/caregiver is present or not. Library employees cannot function as caregivers or babysitters. The library is not equipped—and it is not the library's role—to provide long-or short-term childcare. The library assumes neither responsibility nor liability for the actions, care, supervision, or safety of minors.

For the safety and comfort of children, a responsible adult must accompany children under age ten (10) when they are using the library premises. This responsible individual must supervise, guide, and control the behavior of his/her charge/charges at all times.

Children and teens ages 10-17 may use the library on their own provided they comply with the Rules of Conduct for Midland County Public Libraries. However, they are still legally the responsibility of their parents and should have emergency contact information available.

When a minor is unattended or under-attended/ignored, he/she may be asked to leave the library if:

- the behavior of the child is disruptive or inappropriate (or)
- the child appears to be a danger to herself or himself or others (or)
- the child appears to be threatened by others (or)
- the child appears to threaten, bully or intimidate others (or)
- the child appears to be ill or upset (or)

If a minor child is not able to leave the library without an adult, he/she should not be in the library without an adult. All children should have the telephone number of someone who can assist them in an emergency.

Library staff will attempt to contact the parent or guardian of the child immediately. In the event that the parent or guardian cannot be located within a reasonable period of time, staff may contact law enforcement.

Representative's Full Name: _____

Phone Number: _____

Email Address: _____

Guardianship of Minor Children allowed to use the study rooms:

By signing your name below, you acknowledge receipt, understanding, and are in agreement of the above policies.

Signature: _____