

Study Rooms Policy

The North Liberty Community Library Board of Trustees, North Liberty Community Library Staff or the City of North Liberty is not responsible for accidents, injury or loss of individual property while using the library study rooms.

Library Study Rooms

The North Liberty Community Library provides meeting/study space for library sponsored or co-sponsored programs which meet the library's goals. When not in use for library sponsored activities, the space is available to local and non-profit organizations. Rooms are not available for profit-making purposes.

Guidelines for use of study rooms are approved by the Library Board of Trustees, which neither approves or disapproves of the contents, topics, subject matter, points of view or of individuals or groups using the study rooms.

Reserving Study Rooms

Reservations for the use of the study rooms may be made at the circulation desk, by telephone or by e-mail.

The library has the right to limit the number of meetings for which any group may book the study room. Preference will be given to library events and meetings.

Study rooms may be reserved during regular library hours.

Sessions may not start less than 30 minutes before the library's closing time. All meetings must end promptly at library closing time.

Use of Study Rooms

In accordance with Library Board procedure, no admission may be charged for meetings scheduled in the study rooms.

The study rooms may NOT be reserved exclusively for exhibition or display purposes.

User Responsibility

After the meeting the user is responsible for leaving the rooms in their standard arrangement.

Refreshments are NOT allowed in the study rooms only with staff permission.

There is no fee for the use of the study rooms, but users will be charged for damage or room clean-up beyond normal expectations.

The library reserves the right to refuse use of the rooms if policies are NOT adhered to.

Written 1996

Reviewed and Revised: December 2008

