

Marian J. Mohr Memorial Library

Quiet Room Policy

Adopted by the Library Board of Trustees, October 12, 2011

Rules for use of the quiet rooms:

- **Library users must sign in** at the circulation desk to use quiet rooms.
- **Each user of the room must sign in.** Staff will require presentation of a library card, driver's license or photo identification.
- **Maximum Occupancy.** The smaller rooms (1st and 2nd) may be occupied by a maximum of four people. The large quiet room (3rd) may be occupied by six.
- **Time Limits.** Rooms may be occupied up to one hour or until the time of a previously scheduled reservation. They may be occupied longer if no one is waiting.
- **Reservations.** Library patrons may ask to reserve the soonest available room or to reserve a room up to six days in advance
- **Sound Levels.** Quiet Rooms may be used for quiet, but also to contain sound from other parts of the library. If sound or other behavior inside the quiet room could disturb other library users, warning will be given. On second notice users will be required to leave the room.
- **Care of Rooms.** The user of the quiet room must agree to be responsible for any damage to the room or its contents during his or her use by signing this form. If two or more persons use the room, one individual must agree to take responsibility for the groups' use. Rooms will be inspected.
- **Light must be kept on in the third room after dark.** There is insufficient light for safety.
- **Users may not bring food or drink into the library.** This is necessary due to limited resources for cleaning rooms.

Date: _____ Time in: _____ Room: _____
1st – Blue 2nd – Yellow 3rd – Orange

Name: _____

By signing this I agree to observe the policy above and to be responsible for any damages to the room during the time I or we occupy it until our use is ended and it is inspected by a library staff member.

Signature: _____

OFFICE USE

Time in: _____

Staff Initials: _____

Time out: _____

Inspected by: _____

Names of others using the room:
