



## ALLEN PARK PUBLIC LIBRARY

### Policy for the use of Study Rooms

#### Policy Statement

The Allen Park Public Library (APPL) is pleased to be able to offer five study rooms and a conference room to the community. APPL also provides two study tables in the East Lobby for use without disrupting the public's use of the library. This policy refers to the study rooms and tables only.



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#### Study Rooms/Tables Regulations

1. Study rooms and tables are available for reservation in time blocks of fifteen minutes. Adults, age 18 and over, may reserve up to two hours per session, up to seven days in advance via the library website and mobile app. Same day reservations are not available, and patrons are limited to six hours per week.
2. Sessions begin when the library opens at 10 AM and must end fifteen minutes prior to closing. Reservations are made as Sessions in our online reservation system found at [https://allenparklibrary.org/facility\\_reservations/](https://allenparklibrary.org/facility_reservations/) or via the QR Code.
3. Each study room will post a sign indicating all Reservations for that day. When not reserved, study rooms can be used on a drop-in basis. Drop-ins will be asked to leave 15 minutes before a Reservation begins.
4. There are no recurring or standing appointments. Your reservation is not confirmed until you receive a confirmation email. **If tutoring, please do not arrange to meet with a student until you have a confirmed reservation.** Please see additional guidelines for tutors following these Regulations.
5. Anyone wishing to use a study room or table must sign in at the Circulation Desk.
6. Food is not permitted in the study rooms. Covered drinks are allowed. Patrons are responsible for leaving the study room clean and orderly. Failure to do so may result in denial of future reservations.
7. The study rooms are not soundproof. Please keep your voices low.
8. Study rooms must be vacated fifteen minutes before the Library closes.
9. Study rooms are equipped with a table, an outlet with a surge protector, a lamp, and a whiteboard. Dry erase markers are available at the Circulation Desk.
10. Adults do not have to be Allen Park residents but must have a valid library card from a TLN Library in order to request a reservation. (With the exception of Ann Arbor and Detroit, all libraries in the Detroit Metro area are TLN libraries.)

**TUTORS: Please note the following additional regulations.**

#### Additional Regulations for Tutors:

Those wishing to tutor at the Library should keep the following in mind:

- Do not arrange to meet with a student until you have received a confirmation email.
- The tutor is responsible for unattended children.
- The tutor is responsible for making sure their student is picked up by a responsible party.
- The tutor is responsible for notifying the student/parent if a session must be cancelled.
- Tutoring is restricted to the following areas of the library:
  - Five study rooms
  - Two tables in east lobby
- Due to space and noise issues, tutoring is not allowed in the public areas of the library.
- Anyone wishing to use the Library to tutor must follow these Guidelines and the “Rules of Conduct of the Allen Park Public Library.” Violating the Guidelines and/or the Rules of Conduct may result in the suspension of tutoring privileges at the Library.
- These Regulations will be reviewed periodically and are subject to change.