

Artesia Public Library  
Conference Room/ Study Room Policy

The conference room and study rooms in the Artesia Public Library offer patrons additional space with which to meet their diverse needs. Study rooms are offered on a first come, first served basis with the exception of pre-arranged testing. The conference room can be reserved up to three months in advance. The library will not accept multiple reservations that would designate the conference room as a regular meeting place for any organization.

Study rooms are intended to provide a quiet study spaces for those individuals who need to study, take a test, or practice a foreign language. Small groups can use the room for serious study or quiet meetings. Horseplay, loud interactions, or abuse of furniture and /or equipment will result in a loss of study room privileges.

The conference room can be used for larger study groups, small meetings, or small presentations. An individual with a legitimate need for a large work surface could also use the conference room. As with the study rooms, horseplay, loud interactions, or abuse of furniture and /or equipment will result in a loss of conference room privileges.

- The conference and study rooms will remain locked
- Unless a computer is needed, study rooms without a computer will be checked out first
- A specific need for a study room computer must be demonstrated: study rooms are not an alternative to using the other public computers, even in overflow situations.
- Patrons can “check out” a room by leaving a driver’s license or other form of identification at the circulation desk
- The room will be checked and locked when the patron is finished; the patron will be billed for any damage done to the room and/or equipment
- Once the room has been checked out, we ask that the patron remains in the room. If the patron needs to leave the room or the building for a period of time exceeding 15 minutes, they shall check out of the room, and check back in when they return.

Approved by the Artesia Public Library Board of Trustees January 10, 2017