



FARMINGTON PUBLIC LIBRARY

Study and Multimedia Room policy

Approved by Library Advisory Board April 2019

Next review April 2021

Managed by Library Security Officers, Library Director, and/or their designee

1. GENERAL PRINCIPLES

a. Definition –

Study rooms - The Farmington Public Library includes a number of study rooms intended for use by library patrons.

Multimedia rooms - The Farmington Public Library includes a number of multimedia rooms with specialized equipment that may be used by library patrons. This equipment includes:

1. Microfiche reader and printer
2. VCR and DVD players
3. Electric Typewriter

b. Review period - This policy will be reviewed by the Farmington Public Library Advisory Board every two years.

2. STUDY AND MULTIMEDIA ROOM POLICY

a. Access – To access a room, a patron must surrender a valid I.D., such as a driver's license, student I.D., or a library card at the library security desk, and sign a form accepting responsibility for maintaining and leaving the room in its original condition.

b. Time restrictions – Study and multimedia rooms may be used for a MAXIMUM of 2 hours daily.

c. Reservations - Advance reservations will not be taken for study and multimedia rooms. Rooms are available on a “first come –first served” basis each day.

d. Occupancy limits:

- i. A room designated by the library as a “Two Person Room” may be used to accommodate one to two people.
- ii. A room designated by the library as a “Four Person Room” may be used to accommodate three to four people.
- iii. A room designated by the library as a “Six Person Room” may be used to accommodate up to six people.



- iv. The room designated by the library as the “Southwest Conference room” may be used to accommodate up to ten people.
 - v. Groups of 11 people or more will be referred to the Farmington Public Library *Program Space Policy*.
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- e. **Age restrictions** - Children under 14 years of age must be accompanied by a parent or guardian when using the room.
 - f. **Food and drink** - Food and drink are prohibited in both study and media rooms. Clear water in a closable bottle is allowed.
 - g. **Tobacco** - Use of all tobacco products and alcohol is prohibited, as designated in the Farmington Public Library *Acceptable Behavior Policy*.
 - h. **Acceptable behavior** - Persons found eating, littering, engaging in loud or disruptive behavior, defacing library property or otherwise behaving inappropriately will be removed from the study room and the library. Persons using the study rooms are subject to the Farmington Public Library *Acceptable Behavior Policy* available at the security desk, and online at www.infoway.org.
 - i. **Solicitation** - Library study rooms may not be used to distribute or sell goods or services of any kind, including paid tutoring services. Persons involved in academic tutoring or literacy programs should make prior arrangements with the Library Director. No commercial or private social functions will be allowed.
 - j. **Meetings** - The study rooms are not intended to be the regular meeting site of any group or organization.
 - k. **Decorations** - No signs, fliers or banners may be attached to any library wall, ceiling or property.
 - l. **Marker boards** – Some study rooms are equipped with dry erase marker boards. Dry erase markers and erasers may be borrowed, but must be returned at the end of the session.
 - m. **Closing time** - Rooms must be vacated 15 minutes prior to library closing.
 - n. **Equipment** - The Farmington Public Library regularly maintains the equipment in the multimedia rooms, and makes every effort to ensure that equipment provided is in proper working order. However, there is no guarantee that equipment will be operational, or that broken or outdated equipment will be replaced. The library does not offer training on these machines, and expects user to be self-sufficient when using this equipment.
 - o. **Personal Items** – The Farmington Public Library is not responsible for personal belongings.



- p. **Violations** - Failure to follow these rules may result in loss of library privileges and/or criminal prosecution or other action. Pursuant to Municipal City Codes 16-4-2 (Penalty for violation), 16-4-4 (Notice), and 16-4-5 (Violation of rules)