Beverly Hills Public Library Study Rooms

**Purpose:** The Beverly Hills Public Library study rooms provide a quiet place to work. Study rooms are for one to six individuals at a time, and are available at no cost.

**Locations:** There are two study rooms located in the Children’s Department, and one study room in the Adult Department.

**Adult Department**

**Eligibility & ID:** The person making the reservation is responsible for the room and making sure the group adheres to the posted Beverly Hills Public Library Standards of Behavior policy, all other Beverly Hills Public Library Policies, and:

- Must be at least 14 years old or a freshman in high school
- Must have a valid Beverly Hills Public Library card or Computer Use Card

**Reservations:**

- May be made in person on a “first come, first available” basis or by calling 310-288-2244 on the same day or the day prior.
- A valid library card and phone number is required to reserve the room.
- The cardholder who reserves the study room must be present while room is in use.
- Time slots are for half hour increments, and begin after the library opens and end a half hour before the library closes.
- Maximum time is 2 hours per day
- Patrons have a 10 minute grace period to claim the study room or it may be forfeited to others waiting to use the room.
- Patrons are asked to cancel reservations if they are no longer needed. Reservations may be cancelled by calling 310-288-2244 with their library card number.
- More than 2 “no-show” reservations may result in the loss of group study room reservation privileges.
- In support of the Library’s Literacy Program, a limited number of hours may be on standing reserve for volunteer tutors and their students during the hours of 10:00 a.m. and 3:00 p.m. Monday through Friday.

**Children’s Department**

**Eligibility & ID:**

- The person making the reservation is responsible for the room and making sure the group adheres to the Beverly Hills Public Library Standards of Behavior, all other Beverly Hills Public Library Policies.
- The person making the reservation must have a valid Beverly Hills Public Library youth card, or a kindergarten through twelfth grade school identification card.
Reservations:

- May be made in person on a “first come, first available” basis: advance reservations are not accepted.
- The cardholder who reserves the study room must be present while room is in use.
- Time slots are for one hour increments, and begin after the Library opens and end a half hour before the library closes.
- Maximum time is one 60 minute session, per patron, per day.
- Patrons have a 10 minute grace period to claim the study room or it may be forfeited to others waiting to use the room.
- Patrons are asked to cancel reservations if they are no longer needed. Reservations may be cancelled by informing the Librarian at the Children’s Reference Desk.
- More than 2 “no-show” reservations may result in the loss of group study room reservation privileges.
- In support of the Library’s Literacy Program, a limited number of hours may be on standing reserve for volunteer literacy tutors and their students during the hours of 10:00 a.m. and 3:00 p.m. Monday through Friday.

Enforcement:

Staff has the discretionary authority to remove users from the study rooms should their behavior be inconsistent with the purpose of the room’s intended use, or violate a Library Policy.

- Patrons must check-in and out with the librarian at the Reference Desk,
- Patrons must notify the librarian at the Reference Desk when temporarily leaving the study room.
- Leaving the study room unattended for more than 10 minutes will be considered a forfeiture and the room will be released to other users.
- Items left unattended for more than 10 minutes will be taken to the Library’s Lost and Found at the Customer Service Desk.

The following list of specific prohibitions is excerpted from the Library Standards of Behavior Policy:

- Creating a disturbance
- Eating in the Library
- Rearranging furniture
- Damaging or misusing library property

Karen Buth
Karen Buth, City Librarian

APPROVED: January 1, 2020