

Individual and Group Study Rooms Policy

The purposes of these five rooms are as follows:

- To provide facilities for use of computers or other equipment
- To provide a location for the proctoring of examinations by Library staff
- To provide individual and small group study facilities for library patrons. Use of equipment takes precedence. In the Group Study Room (Room 5) priority will be given to groups of two or more.

Room capacities for the five study rooms are as follows:

- Group Study Room – eight (8) persons
- Rooms 1, 2, 3, and 4 – two (2) persons (babies and toddlers excepted)

These rooms may be reserved under the following situations:

- Use of library computers – to access Word, PowerPoint, Access, Excel, and Publisher only. **Users must sign-in at the Adult Reference Desk with a valid form of identification.**
- Proctoring examinations by West Allis Public Library staff
- City of West Allis or West Allis Public Library sponsored functions

Computer time may be scheduled a week in advance, with a maximum of two reserved hours per week (Sunday-Saturday). Additionally, computer time is available on a walk-in basis. Advance reservations will be held for 10 minutes past the scheduled time. Walk-in use will begin immediately but will be timed from the next full half-hour, dependent upon advance bookings.

These rooms may be used on a walk-in basis for the following

- Persons bringing in their own computer or other equipment
- Individual and group study room use

These rooms may be used for the following periods of time:

- Rooms 1, 2, and 3 - two hour limit for all activities
- Rooms 4 and 5 – ninety minutes for all activities

Additional time may be available if no other person is scheduled or waiting.

Rooms 1, 2, and 3 may be reserved up to a week in advance. Reservations are not accepted for Rooms 4 and 5 (unless related to City of West Allis or West Allis Public Library sponsored functions)

Library patrons and groups are free to use these rooms under the following conditions:

- In rooms 1, 2, and 3 priority is given to patrons using the computers. Any other room usage is not guaranteed, and the rooms must be vacated if computer time is requested by other patrons. Patrons asked to vacate rooms 1, 2, or 3 will be

moved to Room 5 if it is available.

- Eating, drinking, smoking, or use of AV equipment without headsets (other than for library programs) is not permitted.
- All rooms must be vacated five (5) minutes before closing.
- The West Allis Public Library is not responsible for theft of any personal items.
- Patrons who display disruptive behavior or who make excessive noise will be asked to vacate the library.

Failure to abide by these terms may result in the loss of room privileges.