

Purpose

The Oak Creek Public Library Study and Tutor Rooms fall under the control and custody of the Oak Creek Public Library Director. Use of the Oak Creek Public Library’s Study and Tutor Rooms is subject to the review and approval of the Oak Creek Public Library Director or his or her designee. Neither the Library nor the City is in any way affiliated with the events scheduled in or agencies using the Study and Tutor Rooms; it simply provides the venue for such events.

In making the meeting room available to the public, the Library Board subscribes to the tenets of the American Library Association’s Library Bill of Rights which states in part, “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Room Usage

The primary purpose of these rooms is for Library or City related activity.

- The library has eight (8) study rooms and two (2) tutor rooms available for quiet study.
- Quiet study rooms are located on both the east and west side of the 2nd floor of the library. Adults (ages 16+) unaccompanied by children must use the second floor Study Rooms. Children (12 and under) must be accompanied by an adult to use the Study Rooms.
- Tutor Rooms are located on the east side of the Children’s Library. Usage of the Tutor Rooms is limited to children and caregivers with children.
- Room reservations are available on a first-come, first-serve basis.
- The capacity of the various Study/Tutor rooms are as follows. These capacities cannot be exceeded.
 - East Study Rooms 1, 2, 3, 4 (Maximum Capacity: 2 Minimum Capacity: 1)
 - West Study Rooms 5, 6, 7 (Maximum Capacity: 6 Minimum Capacity: 1)
 - Business Center (Maximum Capacity: 8 Minimum Capacity: 3)
 - Tutor Room – Yellow (Capacity: 2 Minimum Capacity: 1)
- Library staff may reassign a group’s room assignment based on need.
- No deliveries will be accepted for room users. Materials cannot be stored at the Library or City Hall before or after a reservation.
- Lidded beverages are allowed in all Study/Tutor Rooms. Food is not allowed in any rooms.
- After dark the lights must remain on in the room.
- Study/Tutor rooms close 15 minutes prior to the close of the building.
- Doors to the Study/Tutor Rooms must remain closed and unlocked. Staff must be able to enter the room.

Advanced Registrations

- Rooms may be reserved up to one (1) week in advance. Reservations are forfeited if the user has not arrived within 10 minutes after the start of the reservation. Reservation guidelines may be modified with the approval of the Library Director.
- Rooms may be reserved for a maximum of four (4) hours per day. Requests for usage requiring more than four (4) hours are allowable subject to the approval of the Library Director.
- Study Rooms are reserved online. Staff will assist with room reservations upon request.

- The Yellow Tutor room may be reserved in person or via phone in the children's department.
- The Library must be notified as far in advance as possible of cancellations so as to make the room available for other users.
- Repeated cancellations or failure to keep appointments for meetings will be cause for denial of future meeting room requests.

Conduct

- Users are responsible for reading, understanding, and following all library policies and procedures.
- The [Library Patron Behavior Policy](#) must be observed at all times.
- Use of the room cannot be disruptive of the programs and activities of the Civic Center.
- No unlawful activity is permitted on Civic Center premises.

Non-Compliance Policy

- Non-compliance with library policies and procedures will result in loss of library privileges, including use of study/tutor rooms.
- If, following use, additional staff assistance is needed to clean the facility, or if any part of the Room or its contents are damaged and require repair/replacement, the most recent user may be billed. Future room use may be denied at the discretion of the Library Board or its designee.
- Tutor and Study Room users are NOT representative of the Library, the City or its operations.

*Adopted by the Library Board of Trustees April 19, 2016
Revised March 8, 2018*