

GUIDELINES FOR STUDY ROOM USE

Study Rooms are available at many London Public Library (LPL) locations to support equitable public access to quiet and collaborative workspace. The following guidelines outline how Study Rooms are reserved and expectations of use.

Access and Use

- Rooms are provided free of charge and must be booked with a valid LPL card in good standing.
- Rooms are available during library opening hours.
- Rooms are intended for study, reading, or small group collaboration only.
- Commercial activity, sleeping and political campaigning are not permitted.
- Posted room capacity limits must be followed.
- Users must comply with the Library's Rules of Conduct and other related policies.

Usage Limits

- Study Rooms may be booked for up to 2 hours per day.
- Each person or group may have one study room use per calendar day.
- A group booking is considered a single booking entity. Multiple bookings intended to extend daily limits are not permitted.
- Users must be at least 12 years old to book a study room.

Advance Bookings

- Study Rooms may be reserved up to one week in advance.

No-Shows and Late Arrivals

- Bookings will be held for 15 minutes after the scheduled start time.
- If the individual or group has not arrived within 15 minutes, the booking will be cancelled and the room may be made available to other users.
- Extension of room booking times cannot be guaranteed for late arrivals.
- Users are encouraged to contact the Library in advance if there is need to adjust booking times.

Food and Drink

- Light snacks and beverages in covered containers are permitted.
- Hot meals are not permitted, as strong odours and food waste may affect other users.

Cautions

- Rooms are not soundproof and confidentiality cannot be guaranteed.
- Rooms are unsupervised. Personal belongings are left at the user's risk.
- The booking holder must remain present in the room for the duration of the reservation. Unattended items may be removed and treated as abandoned property.

Booking Administration

- The Library reserves the right to cancel bookings or suspend booking privileges and Library access if these guidelines are violated or intentionally circumvented.
- Rooms must be left clean and vacated promptly at the end of the booking period.
- Room doors should be closed when exiting.