

Brentwood Public Library Quiet Study Room Procedures

General Use and Reservation

Use of the study rooms is made available to Brentwood Public Library cardholders or residents and non-residents that have a valid photo ID, and are 18 years of age and older. Lower Level Study rooms are open to adults and teens with a valid Library card or a Brentwood School District ID.

Study rooms are free of charge and assigned on a first come, first served basis. Room reservations will only be held for 15 minutes before being made available to the next person waiting. Brentwood Library Cardholders will be given priority in reserving time for these rooms. Reservations for the use of a room may be made in advance to the date requested. Verbal arrangements will not be honored.

The use of any room can be denied, revoked or rescheduled for any reason at the discretion of the Library or if there arises a conflict with library schedule, activities, or policy. If the library closes for any reason, all meetings scheduled during that time are automatically cancelled.

Patrons with a reservation or seeking to use a room must check in at the Public Service Desk with either a Brentwood Library Card or a valid Driver's License/photo ID to be given access to the rooms, there is no self-service allowed.

Study rooms can be reserved for a maximum of 2 hours, however, if after two hours no one is waiting to use the study room and there are no reservations, additional time can be added. Limits are set in order to accommodate fair and equitable access to these spaces. Study rooms must be vacated 15 minutes prior to the scheduled closing of the library.

Rules and Conduct

Please use these rooms responsibly and be mindful of those who will be using the room after you. Consumption of Alcoholic beverages and smoking are prohibited. General library rules apply in the study rooms.

These rooms are not intended for private business activities. Soliciting any person for the purchase of goods/services, or engaging in activity involving payment for goods/ services, including paid tutoring, is strictly prohibited. The Library prohibits solicitation of Library patrons for purchase of books, educational materials, commercial products and services, sale of insurance products and policies.

The library reserves the right to revoke a study room request should there be a conflict with the nature of the meeting. Study rooms are subject to all applicable federal, state and local laws and regulations as well as policies promulgated by the Library's Board of Trustees. Rooms are not to be used for sectarian religious instruction or as a place of religious worship or for the purpose of promoting a political agenda. Under no circumstances will politicking of any kind be permitted within the Library or upon Library premises, at any time. This includes, but is not limited to, the prohibition of literature, posters, signs, personal effects such as clothing or pins/badges, that endorses or denounces any political person or policy being voted on in a government election.

Sleeping is not permitted in these rooms. We strongly advise that you keep your personal belongings with you at all times, even if you leave the room for a short period. The library is not responsible for items left inside the rooms. Patrons who use the study rooms are expected to leave the room as they found it, free of trash and restored to its original order. Failure to do so will cause future room use privileges to be suspended.