

SPRINGDALE PUBLIC LIBRARY
Policies and Procedures

Study Carrel Use Policy

Affects: All Functions	Effective Date: November 15, 2022	Review Date: June 12, 2002 March 18, 2020 November 15, 2022	Number
Signature: Name: Title: Board President			

A. Purpose

This policy states conditions of use for study carrels.

B. Policy

The Study Carrels in the adult area of the library may be scheduled for use by library cardholders through online access through the library's website or in person. The carrels are designed for individual use but most are large enough to accommodate two persons.

C. Applicability

The largest carrel may be scheduled for 2-hour increments of time with 4-hour limits per day. This carrel can seat 2-3 people. The smaller carrels may be offered on a first-come first serve basis or scheduled through the library's website, depending on demand, as determined by library staff.

Responsibility

Responsibility for overseeing orderly use of the Study Carrels rests with Reference and Information staff. All staff is responsible for seeing that the carrels are vacated at closing. The Library Director is ultimately responsible.

D. Appendices