



# TUTORIAL ROOM/GROUP STUDY ROOM USAGE AND GUIDELINES

## TUTORIAL ROOMS

The Main Library has two (2) tutorial rooms that may be reserved for volunteer literacy and English as a Second Language tutoring on a first-come, first-served basis at no charge. The tutors must be part of an organized non-profit educational or literacy program in the area, such as the Oakland County Literacy Council. The rooms will not be reserved for private, for-profit tutors. The capacity for a tutorial room is two (2) people, which is posted on the door of the room along with usage guidelines and the Rules of Conduct. Users will be asked to leave a tutorial room if the capacity is exceeded or for failing to comply with the room usage guidelines and the Rules of Conduct.

The rooms may be reserved no more than three (3) months in advance.

Commercial, for-profit, gambling, fundraising and gaming activities are not allowed in the tutorial rooms. This includes private, for-profit tutoring and playing card and board games.

## GROUP STUDY ROOMS

The Main Library has twelve (12) group study rooms that are used on a first-come, first-served basis at no charge. Single users may occupy the rooms; however, if a room is being used by a single person and no other group rooms are available, and a group requests to use one of these rooms, the single person will be required to relocate to another area of the Library. Users of a group study room may leave the room for short periods; however, if belongings are left unattended for more than twenty (20) minutes, library staff will remove those belongings to free the room for other users. All belongings will be placed in the lost and found. The Library is not responsible for unattended items. The person capacity of each group study room is posted on the door of the room, as are usage guidelines and the Rules of Conduct. Users will be required to leave a group study room if the capacity has been exceeded or for failing to comply with room usage guidelines and Rules of Conduct.

Commercial, for-profit, gambling, fundraising and gaming activities are not allowed in the group study rooms. This includes private, for-profit tutoring and playing card and board games.

## USAGE GUIDELINES (APPLICABLE TO BOTH TUTORIAL AND GROUP STUDY ROOMS)

1. Group study and tutorial rooms are available on a first-come, first-served basis. Group study rooms cannot be booked in advance. Tutorial rooms may be reserved at no charge up to three months in advance only for volunteer literacy and English as a Second Language tutoring.
2. Commercial, for-profit, gambling, fundraising and gaming activities are not allowed in tutorial and group study rooms. This includes private, for-profit tutoring and playing card and board games.
3. All tutorial and group study rooms are kept locked. A user must present their own West Bloomfield Township Public Library Card in good standing to check out use of the room. A user may only check out one room on their card at any given time, must be present in the room during its checkout period, and cannot check out a room for others to use. Users wishing to use the monitors in rooms F, G, H and I must provide their own HDMI cords. Adapter kits can be checked out from the Adult Information Desk using a West Bloomfield Township Public Library Card in good standing. Payment for damages to equipment and/or wiring will be the responsibility of the person who caused the damage. If that person cannot be identified, the responsibility will lie with the person who checked out the room. Security cameras are in use in the rooms to assist in the identification and documentation of behavior that led to the damages.
4. Single users may use the rooms; however, groups of two or more people take priority in the group study and tutorial rooms. Should a group request a room and all other rooms are occupied, single users will be required to relocate, beginning with the single user who has occupied a room the longest. Should a single user occupy a high-capacity room but has not occupied the room the longest and a large group requests access, the single user will be asked to relocate and will be given the option to move to a smaller unoccupied room, if available.
5. If the majority of a group leaves and a single user remains, that single user will be added to the single user list in the order of the time the room was checked out.
6. Tutorial and group study room capacity is noted on the door. Additional chairs may not be moved into a room. Rooms found to have overcapacity will result in all occupants being required to vacate the room with loss of room privileges for the rest of the day.
7. Materials of any kind may not be affixed to the walls, doors, furniture or windows.
8. Only Library-supplied dry erase markers may be used on white boards. Users must check out markers at the Adult Information Desk with a West Bloomfield Township Public Library Card in good standing.
9. Users may leave the room for short periods; however, if belongings are left unattended for more than twenty (20) minutes, library staff will remove those belongings to free the room for other users. All belongings will be placed in the lost and found. The Library is not responsible for unattended items.
10. The consumption of food is not allowed in the room. Beverages may be consumed in closed containers.
11. Study rooms D, E, F, G, H, and I have tables wired to the floor. These tables cannot be moved. Payment for damages to wired tables will be the responsibility of the person who caused the damage. If that person cannot be identified, the responsibility will lie with the person who checked out the room. Security cameras are in use in the rooms to assist in the identification and documentation of behavior that led to the damages.
12. Any damage to the room, including, but not limited to: white boards, walls, televisions and electronic equipment, furniture, carpet, windows and signage, will result in the person who caused the damaged being charged for repairs and/or Library privileges being revoked. If that person cannot be identified, the responsibility will lie with the person who checked out the room. Security cameras are in use in the rooms to assist in the identification and documentation of behavior that led to the damages.
13. Users will be required to leave a room if behavior is disruptive; if repeatedly moving from room to room; if gathering socially in a disruptive manner; if Library Rules of Conduct are broken; or if tutorial/group study room guidelines are not followed. Based on the severity of the infraction, use of tutorial and group study rooms or Library privileges may be temporarily or permanently revoked.
14. If all rooms are occupied, a group may place a name on a waitlist at the Adult Information Desk. A phone number is required in the group member's Library account in order to be placed on the waitlist. If a room becomes available, the group member will be notified by text. The group will have five (5) minutes to return to the Information Desk to check out the room. If the group does not respond within 5 minutes, the room will be given to the next group on the waitlist. Single users may not add their names to the waitlist and groups may not request specific rooms.
15. Upon checkout, the group member will be given a laminated copy of the tutorial/group study room policy identifying the room being checked out. This must remain in the room while the room is occupied. When the group is finished and vacates the room, the policy must be returned to a Library staff member at the Adult Information Desk, at which time the room will be locked. Failure to do so will result in tutorial/group study room privileges being temporarily or permanently revoked.