



Study Rooms Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

The Baldwin Public Library (BPL) provides Study Rooms for individuals and groups to meet without disrupting quieter areas of the library.

The following Study Rooms are available for use:

Study Rooms 1-4	Maximum occupancy: 2 people	Minimum occupancy: 1 person
Study Rooms 5-7	Maximum occupancy: 4 people	Minimum occupancy: 2 people

Guidelines:

- Study Rooms check out for two (2) hours, per day, per group.
- Study Rooms are available on a first come, first served basis. Study Rooms may not be reserved ahead of time.
- Study Rooms must be checked out with a valid Baldwin Public Library card. If a user enters the Study Room without first checking out the room, the user will be asked to check out the room or possibly leave the room. The person who checks out the room must be the person using the Study Room.
- Physically entering the Study Room before checking the room out does not give a user priority to use the room.
- Accompanying technology packs can be checked out with a valid Baldwin Public Library card. These packs must be returned to the Information Desk.
- If there are groups waiting to use the Study Rooms after your session, a new group will receive priority use of the room.
- Any items that are brought into the Study Rooms are the responsibility of the BPL card holder using the Study Room. Items left unattended in Study Rooms will be removed and turned into lost and found. In the event that a Study Room is vacated for more than ten minutes, the checkout will be canceled and the Study Room will be made available to other users.
- Noise volume within Study Rooms must be kept to a low level, as the rooms are not soundproof.
- Users of Study Rooms will be asked to leave the room if the capacity has been exceeded or if the room is used inappropriately, as determined by BPL staff.
- Meetings that may disturb regular BPL functions are not permitted.
- The Study Room must be left in the same condition it was in prior to the meeting. If something needs cleaning or repairing, please notify a staff member right away.
- Study Rooms must be vacated five (5) minutes before the library closes.
- Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited.
- Violations of the BPL Code of Conduct may result in the loss of room checkout privileges.