

Las Vegas Clark County Library District Study Room Guidelines

The Las Vegas Clark County Library District (LVCCLD) provides **Study Rooms** for private study, small group discussion and study groups. To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, LVCCLD sets forth the following rules governing the use of library study rooms:

- All **Library Rules of Conduct** must be observed in the study rooms.
- One (1) **reservation** may be made for up to **two (2) hours per day** per group where time allows.
 - Stacking of time or reservations by multiple members of the same group is not permitted.
 - **Extensions** beyond two (2) hours may be made **based on the availability**, no pending or conflicting reservations.
 - **Proctoring** administered by library staff may exceed time restrictions.
- Study rooms can be **reserved** up to **two (2) days in advance with a library card number** but walk-in reservations are acceptable.
 - A first name is required.
 - Study rooms may be reserved in person, or via telephone.
 - The reservation **start time is firm**. If a customer does not arrive within **10 minutes** of their scheduled time, the study room will be made available to other users.
- Customers who have used their allotted two (2) hours in a study room may be asked by library staff to **vacate** the room **at any time**.
 - Customers are expected to **vacate** the room **within five (5) minutes** of being notified by library staff or security, or five (5) minutes prior to the room's next reserved time.
 - If the room is left **unattended** for five (5) minutes, the room will be made available to other users.
- Study room **capacity** varies by location.
 - A user group's size may not exceed the room's capacity.
- **Responsibility** for the condition of the room **lies with the customer who reserves the room**.
 - Study room lights must remain on at all times.
 - Study room windows and doors may not be blocked or obscured at any time.
 - Food is limited to small, pre-packaged items.
 - Before exiting the room, all furniture must be returned to its original configuration and all trash removed.

Failure to notify the library of a cancellation or to follow **Study Room Guidelines** may result in loss of study room privileges.