

ORANGE PUBLIC LIBRARY

STUDY ROOMS

*Adopted by the Orange Public Library Board of Trustees on September 18, 2006
Revised and/or Adopted: 6/25/2007; 6/16/2008; 1/27/2014; 7/9/2014; 11/16/2015; 10/31/2016;
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The Orange Public Library & History Center, Taft Branch Library and El Modena Branch Library have study rooms available to library cardholders. These study rooms are intended for quiet, individual, or group study. The Library's Rules of Conduct apply to all study rooms, including no food allowed. Excessive noise, disruptive behavior or engagement in other prohibited activities may result in the suspension of library privileges.

All study room users must abide by the following rules and guidelines:

1. Study room use is on a first come first served basis. Reservations are permitted up to seven days in advance and must be made online through the library website. There is no fee to reserve the study rooms.
2. Walk in reservations can be made online either by using one of the public use computers available in the building, a self-service kiosk if available, or by using personal devices to access the library website. The Library will not accept telephone or e-mail requests to reserve the study rooms.
3. All Orange Public Library cards in good standing, except for temporary eCards may reserve a study room.
4. Study rooms can be reserved for a minimum of 30 minutes and a maximum of 2 hours per day across all library locations.
5. Study rooms are designed to accommodate between four to six people, depending on the room. For safety reasons, overcrowding is not permitted.
6. At least one light must be on during study room use.
7. Patrons are not permitted to move furniture in or out of the study rooms, affix items to walls, or use personal writing implements on the whiteboards.
8. Patrons are responsible for leaving the study room in a neat and orderly condition. The individual who reserves the study room will be responsible for any damage. If they are under the age of 18, their parent or legal guardian will be responsible.
9. No commercial activity is permitted in the room.
10. All study rooms are available 15 minutes after library opening and close 15 minutes prior to library closing.
11. The library is not responsible for items left unattended in the study rooms. The library will consider items left unattended to be lost and will place them in the Library's Lost and Found located on the first floor at the Lending Services Desk at the Orange Public Library & History Center or at the One Desk at the Taft or El Modena Branch Libraries.