

# 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;*  
*12/20/2017; 11/14/2018; 07/26/2021; 09/28/2022; 08/09/2023; 09/12/2023; 04/20/2026*

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, ~~and/or~~ 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 not permitted, with the exception of the "Orange Park Acres Friends of the Library", Taft and El Modena study rooms which may be reserved by Adult Literacy Program tutors and students for literacy group study. The Taft study room may also be reserved by library staff for Homework Center hours.~~ **Reservations are permitted up to seven days in advance and must be made online through the library website.** There is no fee to use **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 and borrowers aged 12 and under, may check-out **reserve** a study room.
4. Study rooms can be ~~used~~ **reserved for a minimum of 30 minutes and a maximum of 2 hours per day across all library locations.** ~~Time extensions may be provided if other study rooms are available.~~
5. Study rooms are designed to accommodate ~~up~~ **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, if needed, please see a library staff member. ~~Items shall not be affixed~~ **items** to the walls (e.g., banners, posters, decorations), **or use personal writing implements** Only library approved dry-erase markers may be used 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.