

Northville District Library Study Room Policy

The library provides four small and two group study rooms for use by the public. These rooms may be used for quiet study, small group meetings, private tutoring, and other appropriate activities.

Rooms are provided for the public on a first-come-first serve basis. No advance reservations for rooms are accepted.

Patrons will be required to provide a library card or some form of identification to use a room. That identification will be held at the Reference Desk for the duration of the time they are using the room.

Rooms will be allotted to patrons for a maximum time period of two hours. Patrons cannot automatically extend their time in the rooms. Should there be no other request for rooms, patrons will be allowed to remain in the study rooms until there is a new request for a room. Patrons who remain in rooms when their time has expired will be asked to vacate according to which patron has the longest extension time.

In the event that all individual rooms are reserved and a group room is free, an individual patron will be permitted to use a group study room. Should a group arrive and request a group study room, the individual patron will be asked to vacate the room. Library staff will make all efforts to relocate the patron to an individual room, but they cannot guarantee that such a room would be available at that exact time.

Only small snacks and covered drinks are allowed in the study rooms. Patrons may not consume meals or have meals delivered to them while using the rooms.

All patrons are expected to abide by the terms of the Northville District Library's Patrons Code of Conduct when using a study room.

The Library Administration has the authority to enforce the provisions of this policy.

Approved by the Board of Trustees – May 26, 2016

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