

SPRINGDALE PUBLIC LIBRARY
Policies and Procedures

Study Carrel Use Policy

Affects: All Functions	Effective Date:	Review Date: June 12, 2002	Number
Signature: Name: Title: Board President			

A. Purpose

This policy states conditions of use for study carrels.

B. Policy

The Study Carrels in the adult area of the library are available for use by members of the public. The carrels are designed for individual use but most are large enough to accommodate two persons.

C. Applicability

The carrels are available for use on a first-come basis during all times the library is open. There is no sign-up procedure. The carrels do not lock and the library is not responsible for any personal belongings left behind.

Responsibility

Responsibility for overseeing orderly use of the Study Carrels rests with Reference and Information staff. All staff is responsible for seeing that the carrels are vacated at closing. The Library Director is ultimately responsible.

D. Appendices