

**SPRINGDALE PUBLIC LIBRARY**  
**Policies and Procedures**

**Study Carrel Use Policy**

<b>Affects:</b> All Functions	<b>Effective Date:</b> March 18, 2020	<b>Review Date:</b> June 12, 2002 March 18, 2020	<b>Number</b>
<b>Signature:</b> <b>Name:</b> <b>Title:</b> 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 may be scheduled for use by library cardholders through online access through the library's website or in person. The carrels are designed for individual use but most are large enough to accommodate two persons.

**C. Applicability**

The carrels may be scheduled for 2-hour increments of time with 4-hour limits per day.

**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**