

Policy 413.0

Study Room Use

Adopted: 4/28/2009

Revised: 3/5/2019

Approved: 3/11/2019

The AHPL study rooms are available on a walk-in, first come, first served basis if there are no reservations and not in use. The room will accommodate one to six people.

- Study rooms are to be used for informal not-for-profit, non-commercial purposes to do research or study, and will abide by the AHPL Code of Conduct Policy.
- Patrons must check-in at the Adult Reference desk. The room may be used for a maximum of two hours at a time. This time may be extended if no one is waiting to use the room.
- Residents of Auburn Hills and AHPL card holders can reserve a study room in person up to one (1) week in advance at the Adult Services Department or by calling 248-364-6706. We allow one reservation per person, per day.
- A patron with a reservation who is more than 15 minutes late forfeits their reservation.
- Study rooms will not exceed the capacity limits.
- Reserved room time is not transferable to another person or group.
- If you must cancel a study room reservation, please call the Adult Services Department at 248-364-6706 as soon as possible.
- The Library does not assume responsibility or liability for unattended items.
- The study rooms are available during regular Library hours and up to 15 minutes before closing.
- Library staff will have access to the study rooms at all times.
- The study rooms must be left in the same condition as it was prior to use.

