

Study Rooms Policy

General Principles & Purpose

As part of its mission to provide resources that promote lifelong learning, Cary Library offers study rooms for use by members of the public. These rooms are available for quiet study or small group work.

Cary Library has four study rooms:

- 2 rooms with a capacity for 3 people
- 2 rooms with a capacity for 8 people

Use of Study Rooms

- Study rooms are reserved by using the booking software linked to the library's website. We do not accept study room reservations via email.
- A valid Minuteman library card is required to create an online reservation for a study room.
- Study rooms may be reserved up to 3 days in advance.
- Maximum of two sessions per day, each session may be up to two hours.
- Unclaimed reservations are void after 15 minutes. Patrons are encouraged to cancel unwanted reservations.
- Repeated "no shows" may result in the suspension of study room privileges.
- All study rooms must be vacated 15 minutes prior to closing and all keys must be returned to the Main Level Desk.
- Headphones or headsets must be used by patrons taking phone calls and using electronic devices with audio (laptops, cell phones, etc.) in study rooms.
- No food is permitted in the study rooms, but covered beverages are allowed.
- The library is not responsible for loss or damage to personal items. Do not leave personal items unattended if you leave the study room for any reason.
- Public use of the library's study rooms must be subordinate to the need to provide a safe, peaceful, and respectful environment in which to read and study. No use of the study rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger patrons, staff, or the library building or collections.

Policy approved by the Library Board of Trustees – 10/17/2012, Updated – 7/25/2016, 3/1/23