

North Logan City Library Study Room & Office Reservation Policy

The North Logan City Library offers two free, reservable spaces for patrons: the Study Room and the Office. These spaces support quiet study, small-group collaboration, tutoring, remote work, and private calls or meetings. Space is limited, so this policy sets fair, consistent rules for booking and use.

I. Rooms Available

- **Study Room:** Seats up to 4 people. Intended for individual study or small-group collaboration.
- **Office:** Seats up to 4 people. Intended for individual work, private calls/video meetings, small-group tutoring, or meetings.

II. Who May Reserve

- A valid North Logan City Library card in good standing (no unpaid fines above the library's threshold of \$20) is required to reserve online, by phone, or at the desk.
- Patrons must be at least 16 years old to reserve independently. Younger patrons may use a room with an adult present, or a parent/guardian may reserve on their behalf.
- Rooms are available to the person or group named on the reservation; reservations may not be transferred.

III. Reservation Limits

These limits are based on common practice at public libraries, which typically cap sessions at one to two hours and two to four hours of total room time per patron per week.

- **Session Length:** Up to 2 hours per reservation.
- **Weekly Limit:** Up to 2 reservations (4 hours total) per patron per week, across both rooms combined.
- **Concurrent Holds:** A patron may have no more than 2 upcoming reservations on the books at any one time. Once a reservation is used, or its time passes, the patron may book another.
- **Advance Booking Window:** Reservations may be made up to 7 days in advance.
- **One Room Per Booking:** Patrons may not reserve both the Study Room and the Office for the same time slot.

IV. How to Reserve

- Reservations can be made online through the library's booking system, by phone, or in person at the front desk.
- A valid library card number and email address or phone number are required for online and phone bookings.

- Same-day walk-in use is available on a first-come, first-served basis when a room is not otherwise reserved.

V. When a Room Isn't Reserved

If the Study Room or Office is open with no upcoming reservation, it is available on a first-come, first-served basis and no booking is required. Patrons should check with the front desk.

- A walk-in user must give up the room as soon as the next scheduled reservation begins.
- If a reservation holder has not arrived within the 15-minute grace period described in Section VI, a walk-in user or another patron may take the room for the remaining time.
- Walk-in use does not count toward a patron's weekly reservation limit.

VI. Late Arrivals and No-Shows

- Reservations are held for 15 minutes past the scheduled start time. After that, staff may release the room to another patron or walk-in.
- Patrons who fail to show up for 3 or more reservations within a 30-day period may have booking privileges suspended for 30 days.

VII. Cancellations and Changes

- Patrons should cancel online, by phone, or at the desk as soon as they know they will not use a reserved room, so it can be released to someone else.
- Staff may cancel or shorten a reservation in cases of library closure, emergency, scheduled programming, or facility need, with as much notice as possible.

VIII. Room Use Guidelines

- Room capacity may not be exceeded.
- Rooms must be vacated 5 minutes before the library closes, regardless of the reservation's scheduled end time.
- Furniture and equipment should not be removed from the room or exchanged between rooms.
- Standard library food and drink rules apply inside the rooms.
- Rooms may not be used for retail sales, solicitation, or any illegal activity.
- The Library is not responsible for personal belongings left in a room. Items left behind after a reservation ends may be moved to Lost and Found.

IX. Enforcement

Repeated violation of this policy, including excessive no-shows, exceeding capacity, or misuse of a room, may result in loss of reservation privileges. Patrons may appeal a suspension in writing to the Library Director, whose decision is final.

Approved: August 13, 2026