

## Helen Plum Library Study Rooms

Helen Plum Library has study rooms available in Adult, Youth, and Teen Services.

### *Adult Services (2nd Floor)*

Study Room A – Up to 4 people  
Study Room B – Up to 4 people  
Study Room C – Up to 2 people  
Study Room D – Up to 2 people  
Study Room E – Up to 4 people

### *Youth Services (1st Floor – Students Grade 8 and younger)*

Youth Study Room A – Up to 4 people  
Youth Study Room B – Up to 2 people  
Youth Study Room C – Up to 2 people, non-reservable  
Youth Study Room D – Up to 4 people, non-reservable

### *Teen Services (2nd Floor – Students Grade 6-12)*

Teen Study Room A – Up to 4 people  
Teen Study Room B – Up to 4 people

- Reservations may be made up to one week in advance for Helen Plum Library cardholders. Rooms are available to those without Helen Plum Library cards on a walk-in basis.
- Users need to sign in at the service desk. In Adult Services, a library card or ID will be held while the room is signed out.
- Groups and individuals may reserve study rooms for a maximum of 2 hours per day. Patrons can remain in the room for longer if there are no other reservations. If another patron reserves the room after someone has been in for two hours or longer, they will be asked to leave the room to accommodate the other patron.
- Reservations will be held for 15 minutes past the scheduled start time. If a patron does not sign into the room within 15 minutes of their scheduled start, their reservation will be forfeited.
- Groups who have reserved or used a study room secured by one group member may not extend the 2-hour time by securing a reservation for another group member. Reservations made in this fashion will be denied.
- Study Rooms are not soundproof. Users are expected to show consideration for those in neighboring study rooms and other Library patrons.
- Staff may change room reservation locations to accommodate groups based on room size and age.
- Reservations may be limited or cancelled based on Library needs.
- Patrons must follow general Library Behavior Rules.