



Study Rooms at Duck Creek Regional Library

The Duck Creek Regional Library has 4 private study rooms which patrons can reserve to use for studying, meetings, reading, and more. The following materials are free to use with each study room reservation:

- 1 Round Table
- 4 Chairs
- 1 Smart board
- 1 White Board
- Dry-erase markers, whiteboard cleaner, and cleaning cloth

Library Staff are authorized to limit or terminate a patron's use of a study room for any reason, such as the following:

- The use of a SMART board or white boards to display inappropriate material or offensive language.
- Using the space to solicit sales or paid services of any kind
- Mistreating the space, the furniture, or equipment
- Overuse of a study room in a short span of time that limits others' use of the space
- Any violation of the library's **Acceptable Behavior Policy**, which is displayed in the library building, on our website, and is available upon request.
- Refusal to follow any one or multiple of the study room rules, listed below.

Study Room Rules

1. Reservations can be made **in person or over the phone**. The library's phone number is **302-653-4579**. To reach the circulation desk, select option 2 when prompted.
2. Study Room Sessions are **2 hours**.
 - At the end of a 2-hour session, if no other patron is waiting for a room, the patron may renew their session for **1 hour at a time**.

- If another patron would like to use a study room during an extension, the in-use room becomes available at the **end** of the renewed hour, at which point the current user will be asked to surrender the space so the new patron may use it. This is to ensure fair distribution of use.
 - If the patron does not renew time with the circulation desk at the end of their time slot, they may be asked to leave if the room is needed by another patron.
3. We require **full name and phone number at time of reservation.**
- *Phone numbers are collected in case of lost items and accountability purposes.*
4. Patrons must be at least **16 years old** to reserve a study room, unless accompanied by an adult.
5. Study Rooms close **15 minutes before the library closes.**
6. Patrons can reserve study rooms **up to 3 weeks in advance.**
7. **Packaged snacks and closed-lid drinks** are permitted in study rooms, but any trash must be cleaned up before the patron leaves the study room.
8. White boards are available for use, as well as dry-erase markers and erasers. White boards **must be wiped clean** at the end of the reservation.
9. Patrons should **notify the circulation desk** when they leave the reserved room.