

## Study Room Policy

The Greenfield Public Library offers four study rooms on the first floor for individual or small group use. These rooms are available on a first come, first served basis and cannot be reserved in advance.

### Room Descriptions

- **Room 1:** Seats 4–6 people
- **Room 2:** Seats 4 people
- **Room 3:** Seats 2 people
- **Room 4:** Seats 2 people

### General Guidelines

- Study rooms are intended for quiet study and work.
- Patrons may initially use a study room for two hours per day.
- Lights must remain on at all times for safety.
- Study Rooms must be vacated five minutes before the library closes.
- Patrons must also adhere to the library's Patron Behavior Policy.
- No food is allowed in study rooms.
- When all four rooms are in use and another person is waiting, the patron who has exceeded the two-hour limit and has been in a study room the longest shall be asked to vacate.

### Exceptions to the general guidelines when there are no other patrons waiting to use a Study Room

- Time may be extended at the discretion of library staff.
- Patrons who have used a room for two hours and later return may be allowed additional time.

### Checking In

To use a study room, patrons must:

- Visit the Adult Reference Desk to check in.
- Present a valid library card from a Milwaukee County Federated Library System (MCFLS) library or a photo ID (e.g., driver's license or state ID).

Library staff will record patron information for the following purposes:

- To manage study room time limits and waitlists.
- To follow up if any personal items are left behind.

### Courtesy and Cleanliness

- Please be respectful of others who wish to use the study rooms.
- Leave the room in a neat and tidy condition.