

GLENDALE PUBLIC LIBRARY STUDY ROOM USE GUIDELINES

Effective Date: 07/01/24

Library study rooms are available on a first-come, first-served basis.

Reserving a Room

1. To reserve a study room, you will need to provide the following:
 - a. Your name
 - b. Your phone number
 - c. The library branch you want (not available at the Velma Teague Library location)
 - d. The date and time you want (Study rooms are only available during library operating hours)
2. Study rooms may be reserved one week in advance, in person, by telephone, or online.
3. Reservations are scheduled in one or two-hour increments to ensure a fair distribution among library patrons.
4. Groups or individuals are limited to no more than two hours in one day. Reservations are per group and not per individual within the groups, so individuals with the same group are not allowed to make sequential reservations.
5. Multiple reservations may be made throughout the week.
6. Library staff will hold a study room reservation for up to 15 minutes beyond the reservation time, at which time a “no show” will cause the reservation to be cancelled.
7. Cancellations of study rooms reservations should be made 24 hours in advance. You must call a branch to cancel. When cancelling, please provide staff your name, reservation date and time, and telephone number so that they may verify the cancellation.

CHECK-IN AND CHECK-OUT

Please check-in at the service desk when you arrive and check-out when you leave. Study Rooms must be cleared 10 minutes before the library closes.