

Cedarburg Public Library Media and Study Room Policy

About

Cedarburg Public Library provides four Study Rooms and one Media Room for public use with no fee. Reservations are required and may be made from our library homepage at www.cedarburglibrary.org or by calling the Adult Services Information Desk at 262-375-7640, ext. 200.

Ten reservations are allowed each month for a single user. Each reservation may be up to two hours. Back to back reservations are allowed, providing up to four hours of room usage in one day. All ages are welcome. Children 10 years old and younger must be supervised by an adult.

Media Room

The Media Room contains media:scape equipment for collaborative projects. Users may connect up to four laptops or tablets via USB to the large monitor. The monitor will mimic the display of the device connected. Users must provide their own laptop or tablet with USB input, or loan a laptop from CPL for \$1.

Users should ask the Information Desk Librarian for set-up assistance.

No-Shows

Those wishing to cancel a reservation may do so through the confirmation email received after making the initial reservation request, or by calling the Adult Services Information Desk at 262-375-7640, ext. 200.

If a reserved room is not occupied within 30 minutes of the reservation, the room is forfeited. Staff may cancel the reservation and reschedule others.

Conduct

Covered beverages and contained snacks are allowed in all rooms.

Noise from the rooms must not be disturbing to other library patrons; this includes cell phone use and videoconferencing.

Failure to comply with this policy or with library staff directions will result in restriction or termination of the user's privileges for room use and/or other library privileges.

Approved by Cedarburg Library Board of Trustees on May 14, 2014

Revised on July 12, 2016