
DOCUMENTATION INFORMATION:

Proposed by Ruben Rendon, Library Director 12/01/14

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HARLINGEN PUBLIC LIBRARY

410 '76 Drive Harlingen, Texas 78550

Study Room Reservation Policy

1. The Library has a total of 3 study rooms, 2 upstairs and 1 downstairs, available for group study that will accommodate eight people each.
2. The study rooms are **not** available for the purpose of selling merchandise or services, soliciting for later sales or social events.
3. Study rooms for an individual or group are available on a first-come, first-served basis for the general public when a room is available and has not been reserved.
4. Reservations must be made 24 hours in advance and may be made up to one-week in advance by emailing reservation@harlingenlibrary.com or by requesting a reservation in the Administration office either in person or by phone (956) 216-5801.
5. Advance reservations are limited to 2 per week. The Library reserves the right to limit advance reservations due to high demand of study rooms.
6. Rooms can be reserved for up to 2 hours by an individual or group. If no one is waiting, room usage may be extended. If a room is still available within 15 minutes of the end of your reservation, you may place a new reservation for an additional 2 hours ONLY. Study room usage is limited to four hours per day. A study room reservation may be cancelled if the room is not occupied within 30 minutes of the reservation start time. It may also be cancelled if the room is left unattended for 30 minutes.
7. Cancellations are preferred in advance by phone (956) 216-5801.
8. Study room users are responsible for any damage in the rooms. The Library's "Patron Behavior Policy" also applies to the use of the study rooms. The study rooms are not sound proof. Noise and conduct is expected to be kept to a level that will not disrupt persons in the library.
9. Food or drinks are not allowed in the study rooms other than water in a closed container.
10. The Library is not responsible for accidents, injury, loss, or damage to the private property of individuals or organizations.

Quiet Room (not one of the 3 study rooms)

1. The Library has a Quiet Room available on the 2nd floor for those who are seeking a quiet environment for reading or studying. This room has seating for twelve. Conversation and the use of cell phones or loud equipment are prohibited in this room. Avoid any activity, including use of materials or equipment that may disturb the quietness of the Quiet Study Room.
2. The Quiet Study Room is sometimes used for Library programs and will not be available for patron use during this short time period.
3. The Quiet Study Room available for individuals on a first-come, first-served basis for the general public when a room is available.
4. The Quiet Study Room is not available for reservation.