



City of Virginia Beach

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DEPARTMENT OF PUBLIC LIBRARIES
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LIBRARY ADMINISTRATION
BUILDING 19, ROOM 210
MUNICIPAL CENTER
VIRGINIA BEACH, VA 23456-9115

Study Room Policy

Revised 12/2013

Purpose

The provision of study rooms fulfills the mission of the Virginia Beach Public Library in its role of lifelong learning. Virginia Beach Public Libraries provide rooms for use by those desiring a quiet study area or groups whose members need to study or work together. Pursuing this group work in an enclosed room limits noise that might otherwise disturb individuals engaged in quiet study or reading elsewhere in the library. Individual customers who prefer working in an enclosed space may also use these rooms.

Availability

1. These rooms are intended for use by a single individual or a group of no more than the number of individuals specified in the room's occupancy allowance.
2. Study rooms are available on a first-come-first-served basis for blocks of time to be determined by each agency.
 - Customers who wish to use a study room for longer than the standard period at a library may request to stay in the room again at the end of each session as long as no one else is waiting.
 - If all study rooms are in use when an individual or group arrives, the individual or group may request use of a study room for the next available block of time.
3. Rooms may not be booked in advance (i.e. on Monday for Tuesday use, or at 10:00a.m. for 7:00p.m. use on the same day).
4. For information on booking the TCC/City Joint-Use Library, please contact the Community Services Manager at 822-7800.

Other Conditions of Use

1. Groups must moderate their noise and voice levels so that they do not disturb others who are trying to read or study. Library staff has the responsibility and authority to issue a warning to a group whose noise they deem to be disruptive. If inappropriate noise levels continue, or if conditions are repeated during subsequent bookings, study room privileges may be suspended.
2. The study rooms are not intended to be the regular meeting site of any group or organization.

Exceptions to Policy on Advance Booking

Tutors who work on a volunteer basis, such as Tidewater Literacy Council tutors or English-as-a-Second-Language tutors, may book study rooms in advance. They may book up to one month in advance. Volunteer tutors wishing to arrange for the use of a study room may do so through the administrative assistant or staff at the help desk depending upon the library.

Depending upon the library, a study room will be held for up to 10 minutes when a tutor has a reservation. If the individual who reserved the room is more than the specified number of minutes late, the room may be made available to other customers.