

Study Room Procedures

Our study rooms are one of our most in-demand spaces in the library, and are designed for a wide variety of uses and audiences. In order to serve all fairly, we have a few simple procedures regarding usage:

- 1) Study rooms open at the beginning of each library operating day, and close 15 minutes prior to library closing.
- 2) With no reservations, walk-ups are first-come, first serve, basis. The library *always* recommends that you make a reservation for a study room. Study rooms may be reserved up to one week in advance by visiting <http://boerne.evanced.info/dibs>, through our website at boerNelibrary.org (click on Book a Space icon), or at the self-booking kiosk located at the 2nd floor information desk.
- 3) Patrons (or, in the case of study rooms, one study room group) are guaranteed a total of two hours of study room time each day. Those times can be taken in increments or all at one time for no more than two total daily hours guaranteed. We do not remove patrons after the two hour allotment is up, but please be ready to pack up and leave if someone else calls "DIBS" on the room you are in. We cannot guarantee more than two hours per day for routine study room use.
- 4) Items left unattended in a room will be removed and placed in lost and found.
- 5) Please do not reserve extra time in a room by making reservation for individual members in one party. If you are a group of two: John cannot make a reservation from 10-noon and Mary from noon-2 to ensure a four-hour time slot. This isn't a fair use system for other patrons requiring study room space.
- 6) Library programs, including proctoring and testing, take precedence for study room use.

Thank you for visiting our library!

If you have any questions regarding our study room policy
please ask at 2nd floor information desk.