

PENN HILLS LIBRARY

STUDY ROOM GUIDELINES

- Seven study rooms are available for small group or individual use.
- Four rooms are located in the Adult Library and three rooms are located in the Children's Library.
- Advance reservation is not required.
- Individuals or groups may use a study room on a first-come first-served basis.
- There is no fee for the use of a study room.
- Individuals or groups should sign in at the Circulation desk.
- Keys to study rooms are maintained by the library staff. A staff member will unlock the room for you. The room will remain unlocked while it is in use.
- The rooms are available in one hour increments – time may be extended if no other patrons are waiting to use the room.
- The windows of the study rooms must remain uncovered at all times.
- Alcohol or tobacco use is prohibited in all areas of the Library building.
- The study room must be left in a clean and orderly condition.