



Meeting, Digital Lab, and Study Rooms

LTPL Policy 4.6 | Revised 6-2018 | Revised 10-2023 | Approved 12-2024

The meeting and study rooms are free for community gatherings, meetings, and programs consistent with the library's mission. No private events (e.g., birthdays or showers) are allowed. Use of these rooms signifies acceptance of the following terms:

1. **Priority:** Library programs have priority. The library reserves the right to reschedule confirmed reservations. Cancellations must be made within a reasonable timeframe.
2. **Eligibility:** LTPL resident cardholders in good standing may reserve rooms up to 90 days in advance with 24-hour notice. If available, meeting rooms/study rooms may also be assigned to walk in requests with or without a library card at the discretion of a library staff person.
3. **Time Limits:** Rooms are reserved in 2-hour increments. Extensions require manager or Director approval and are subject to availability.
4. **Public Access:** Meetings must be open to the public. Study rooms are for private use.
5. **Prohibited Activities:** No fees, donations, or promotions are allowed without prior approval from the Director. Library-sponsored events, the Library Foundation, or Friends of the Library sales are exceptions.
6. **Liability:** Users assume responsibility for theft, loss, damage, or injuries.
7. **Hours:** Rooms are available during library hours. Meetings must end 15 minutes before closing unless prior approval is granted.
8. **Food/Drinks:** Light refreshments are allowed; no food preparation is permitted. Trash must be properly disposed of.
9. **Setup and Cleanup:** Tables, chairs, and limited AV equipment are provided. Rooms must be left in good condition. Damages may result in repair fees and loss of future privileges. Chairs and tables must be put away by the reservation person(s).
10. **Capacity:** Groups must adhere to room occupancy limits. No additional furniture may be added. Keep all exits clear at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
11. **Behavior:** Smoking, alcohol, open flames, and inappropriate behavior are prohibited.
12. **Supervision:** Adults (18+) must reserve rooms and supervise minors.
13. **Publicity:** Groups must clearly identify themselves and not imply library sponsorship without approval.

14. **Compliance:** All users must adhere to library policies and the Standards for Library Behavior. Violations may result in immediate termination of room use and future restrictions.
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Digital Media Lab

The Digital Media Lab is a space for creativity, offering equipment and software for audio and video production. It promotes learning, innovation, and technology education.

1. **Eligibility:** Patrons with an LTPL card in good standing may use the lab. Minors (15-17) require a signed parental waiver.
 2. **Use Purpose:** The lab may only be used for lawful activities. Creating content with hate speech, obscenity, or copyright infringement is strictly prohibited.
 3. **Reservations:** Sessions are in 2-hour increments, with extensions at staff discretion. If available, the digital lab may also be assigned to walk in requests with or without a library card at the discretion of a library staff person.
 4. **Responsibility:** Users are liable for damages to equipment or property. Work saved on library computers will be automatically deleted.
 5. **Behavior:** No food is allowed; drinks must have lids. Disorderly users may be asked to leave.
 6. **Capacity:** The lab accommodates up to four participants, with adjustments possible based on project complexity.
 7. **Prohibited Modifications:** Users may not alter hardware, software, or install new programs.
 8. **Library Branding:** Users may not imply library sponsorship or use its name for business purposes.
 9. **Staff Authority:** Staff may deny or terminate use for policy violations.
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General Procedures for Both Spaces

- **Check-In/Out:** Users must check in at the desk with a library card (depending on room) and complete an exit checklist upon departure.
- **Cancellations:** Reservations will be canceled for no-shows after 10 minutes. Arriving late does not automatically extend your reservation time.
- **Compliance with ADA:** The library is committed to compliance with the Americans with Disabilities Act, providing reasonable accommodations upon request.

For questions, contact Library Administration at 269-429-9575.