Tempe Public Library Study Room Policy

General Information
The Tempe Public Library provides eight study rooms to enable individuals or small groups to meet or have a quiet space to work during regular library hours. Study rooms are available at no cost.

- Study Rooms 1, 2, 3 and 4 – maximum 2 people.
- Study Rooms 5 and 6 - maximum 4 people.
- Study Rooms 7 and 8 - maximum 8 people.

Study Room Use

- Library study rooms are intended for traditional study or informal small group meetings and are not to be used for commercial purposes (commercial purposes include, but are not limited to, the offering or solicitation of goods, advertising events, providing services or memberships).
- Groups may not post signs or advertise programs to be held in a study room.
- Users are expected to abide by the library's behavior policy.
- The Library may attempt to accommodate study room users with time extensions when possible and is at staff's discretion.

Walk-Ins

- Patrons may request at the main service desk to use a vacant study room if it is not reserved.

Reservation Rules & Requirements
Reservations may be made in advance (up to one month) during Library operating hours by calling 480-350-4311 or in person at any Library service desk. Each reservation is for 2 hours only.

- Requirements for reservation:
    - Valid Tempe Public Library card.
    - Name of individual or group.
    - # of persons in group.
    - Contact phone number.
- One reservation per day.
- Two reservations per week.
- Specific room assignments will be made at the discretion of Library staff.
- Reserved rooms will be held 15 minutes beyond the reservation time.
- Repeated no-shows may lose study room privileges.