

Study Room Policy

Three (3) study rooms are available for use by individuals and small groups.

- The rooms are scheduled on a first come, first serve basis. Study rooms may be reserved by phone (715-346-1548), email (ill@pocolibrary.org), or in person at the Reference Desk.
- Checking in at the Reference Desk is not required.
- Please only use the room assigned to you, failing to do so can cause disruptions for other reservations.
- Reservations for study rooms will be honored 15 minutes past the reservation start time. If the room has not been occupied by this time, the reservation will be cancelled and the room given to anyone requesting a room in person.
- Rooms that are occupied and then left unattended for 15 minutes will be considered available for others to use.
- Foods are limited to pre-packaged snacks, finger foods, or wrapped items that are odor-free and unlikely to leave stains, such as granola bars, nuts, and pretzels. Meals are not allowed.
- If you will be late for a reservation or need to leave a study room for more than 15 minutes, please contact the Reference Desk and we can make sure that your reservation is maintained.
- Be prepared to vacate your room at the end of your reservation time rather than beginning to pack up at the end of your reservation time. Likewise, please be prepared to vacate the room and the library by closing time. Library hours are posted in all study rooms for your convenience.
- Users of study rooms are responsible for leaving the rooms in a neat and orderly condition.
- Users cannot tape or tack materials to study room walls or windows.
- The library is not responsible for items left unattended. Any items left in the room will be considered lost and placed in the Lost and Found area.

Failure to follow these policies may result in the denial of future requests to use a study room.