

New Ulm Public Library Study Room Use Policy

Purpose of Policy

The purpose of the Study Room Use Policy is to guide the reservation and use of New Ulm Public Library's ("the library") study rooms.

Principles

- The library is committed to making space available to the public on a fair and equitable basis regardless of the beliefs or affiliations of individuals or groups requesting its use.
- The purpose of the study rooms is to provide a quiet space for individuals or small groups.

Space

The library has two study rooms available for patron use: a smaller room with a maximum capacity of four people, and a larger room with a maximum capacity of six people.

Responsibilities

Patrons are responsible for using study rooms in accordance with the Study Room Use Policy. Patrons must comply with all federal, state, and local laws and follow all library policies.

Patrons must check in with staff at the Service Desk before they begin their reservation. Patrons should return the room to the condition in which it was found upon vacating the space.

Library staff are responsible for interpreting and applying this policy in daily practice. Library staff reserve the right to access the study rooms at all times. The Library Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library study rooms. The Library Director is the final authority in granting or refusing permission for use of the study rooms.

Fees

The study rooms in the library may be reserved free of charge. A library card is not required to reserve or use the study rooms.

Disclaimer

Use and/or reservation of the study rooms does not constitute an endorsement or approval by the library of the group, program, or point of view expressed.

Reservation and Use Limitations

Reservations can be made no more than two (2) weeks in advance, and patrons may have only two upcoming reservations at any time. The person making the reservation must be present for the duration of the reservation. The study rooms are not available for public reservations outside of library operating hours and must be vacated at least 15 minutes before the library closes.

The study room reservation period is limited to two hours. If another group or user is not waiting to use the room at the end of the two hours, the original person or group may reserve the room for another two hours, or until the next existing reservation begins.

If no reservations exist, patrons may use the room on a first come, first serve basis, for two hours at a time, or until an existing reservation is booked in the room. Another member of the reserver's group may not extend the reservation time by making a reservation under a second individual's name. A reservation will be forfeited if the room is unused for 15 minutes after the reservation start time.

Patrons must be aged 12 or older to use and reserve study rooms. Those under 12 must be accompanied by an adult.

Study rooms may not be used as the regular meeting site of any group or organization.

Reservations may be made by contacting the library.

Priority for reserving study rooms will be given in the following order:

1. Library-sponsored activities
2. City of New Ulm departments
3. Brown County departments
4. General public

The library reserves the right to cancel study room reservations or use by other entities if the rooms are needed for library or City of New Ulm use, or in emergency situations.

Failure to follow the Study Room Use Policy may result in the loss of future reservation and study room use privileges.

Approved June 12, 2025