Policy Statement

The Clinton-Macomb Public Library provides study rooms at all three locations for individuals and informal groups to meet without disrupting quieter areas of the library.

Regulations

1. Library, library related or co-sponsored, and Friends of the Clinton-Macomb Public Library programs and meetings have priority in the use of the study rooms. Study rooms are available on a first come, first served basis for all other eligible users.
2. Use of study rooms must be for civic, cultural or educational purposes. Uses with a stated or underlying purpose of selling a product or service, soliciting new customers, promoting commercial ventures, that may disturb regular library functions, and private events such as parties are prohibited. Admission charges are prohibited.
3. Study rooms are available at no charge to resident/property owner library cardholders age 11 or older in good standing.
4. Subject to availability, as a courtesy, study rooms may be used by law enforcement, elected officials, members of the armed services and other government employees as long as the use is for official business. A professional identification card with a photo must be presented.
5. Reservations must be made online up to 30 days in advance for up to 3 hours per session and up to 6 hours per week. A cardholder may not use multiple cards to reserve a study room.
6. Study rooms may be scheduled for use during regular library hours and should include sufficient time to setup and vacate. Study rooms must be vacated by the time the library closes at the end of the day.
7. Study rooms become available at the beginning reservation time and should be accessed using the 4-digit access code provided with the reservation confirmation. The reservation must be claimed or the library notified within 15 minutes of the scheduled reservation starting time or else it will be marked as “no-show” and the cardholder’s remaining reservation time for the day will be forfeited. The room will become available for other eligible cardholders.
8. Study rooms may be used beyond the ending reservation time if no other reservations have been placed on the room. As the access code will no longer work beyond the reservation time, care should be given by the attendees to ensure one person remains in the room to let anyone temporarily exiting the room to reenter. If a new reservation becomes active for the room, users with the expired reservation are expected to vacate the room within 5 minutes of being notified.

9. Study room use will be canceled in accordance with library policies for temporary closures or emergency procedures. Use of a room may be revoked at the discretion of the Library Director or staff member authorized by the Library Director at any time.
10. An individual or group must not use the library's name for any purpose other than to indicate the meeting location. The library must not be used for an individual or group's contact for registration, information or headquarters, the only exception being the Friends of the Library.
11. Permission to meet at the library does not constitute the library's endorsement of an individual or group's policies or beliefs. Publicity regarding meetings must contain the following statement: "This meeting is neither sponsored nor endorsed by the Clinton-Macomb Public Library."
12. Literature may be distributed in a study room during a meeting, but commercial advertising, such as coupons or testimonials, is not permitted. The placement of signs, banners and materials outside of the assigned study room is not permitted unless approved in advance by the Library Director. Admission charges are prohibited.
13. The cardholder making the reservation must accept all responsibility for leaving the room in the same condition it was in prior to the meeting. Moving tables; taping, stapling or tacking of materials to the walls or other furnishings; and the use of candles or other incendiary objects is prohibited. Light snacks and non-alcoholic beverages in closed containers are permitted. Carry-out food is permitted only in the café area. Users are responsible for cleanup and must bring their own supplies. If special cleaning is needed, the cardholder making the reservation may be charged a minimum of $50.
14. Study rooms accommodate 1 to 8 people depending on room size as indicated by the number of chairs in the room. Additional chairs may not be added to a room.
15. Library staff will provide basic technology assistance, within reason, with library-provided equipment.
16. Users of study rooms must comply with all applicable federal and state laws and local ordinances including, but not limited to, the Michigan Open Meetings Act.
17. The library reserves the right for staff members to enter a study room at any time. The person reserving the study room must make attendees aware of the library's policy regulations and ensure compliance at all times.
18. The library will not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or facilities.
19. The library cannot guarantee that study rooms are soundproof. Lighting levels shall be kept at a level conducive to appropriate use of the room.

20. Failure to comply with this policy may result in forfeiture of study room privileges as determined by the Library Director. An individual or group whose privileges have been suspended may have the decision reviewed by the Library Board.

Approved: November 18, 2026
Clinton-Macomb Public Library Board of Trustees