

Guidelines for Use of Study Rooms

In alignment with the La Crosse Public Library's strategic priorities to inspire inclusion, learning, and connection, we provide free study rooms to support individual study, group meetings, community services, telehealth and other uses that foster creativity and affirm the library as a hub of our community.

Study rooms, which generally seat 1–8 individuals, are designed to create accessible multipurpose spaces for all community members. These guidelines supplement our existing [Meeting Room Policy](#), which applies to larger groups utilizing auditorium and conference room spaces.

Usage Guidelines

To ensure a welcoming and productive environment, patrons must follow all library policies, including the [Patron Expectations and Behavior Guidelines](#) when using study rooms. Library staff may address inappropriate use and discuss activities that are unsuitable for public spaces.

By using a study room, you agree to:

- Check in with staff before using your reserved room or for walk-in requests.
- Maintain a respectful noise level for conversations and device usage.
- Refrain from bringing food or uncovered beverages to the study rooms.
- Keep lights on at all times, unless you are using a projector.
- Leave the room as you found it. If you make changes, restore the original setup and:
 - Dispose of trash
 - Clean tables and whiteboards
 - Return furniture to its original position
- Do not leave personal items unattended. The library is not responsible for lost or missing belongings.
- Staff may conduct security checks while rooms are in use.
- Notify staff when you are finished using the room.
- Vacate study rooms 5 minutes before library closing.

Reservations

[Study rooms may be reserved online](#), in person, or by phone. Same-day walk-ins are welcome if a room is available.

Booking Parameters:

- One reservation per person/group per day
- Reservations can be made in thirty minute increments, up to two hours per day
 - May be extended by one additional hour if no one is waiting
- Advance Reservations: Can be made up to one month in advance

Special Notes:

- The Telehealth Room is prioritized for community members seeking medical services.
- Study rooms in the CREATE Lab are only available during open lab hours.

Cancellations, Late Arrivals, and No-Shows

- Study room use must begin within fifteen minutes of the reservation start time, or the reservation may be forfeited. A “no-show” reservation will count towards a patrons’ daily booking limit.
- Patrons may cancel their reservation up to the reservation start time but are highly encouraged to cancel as soon as possible to allow other groups to reserve the room. Cancellations may be done on the online reservation system, in-person, or over the phone.
- Failure to follow study room guidelines or Patron Expectations may result in cancellation of current or future reservations.

Questions? Stop by the Help Desk, email info@lacrosselibrary.org, or call **608-789-7122**.