

College Walk Study Room Room Use Guidelines

The Transylvania County Library makes the College Walk Group Study Room available to individuals and small groups as part of the Library's mission to support the educational activities of the community. This room is intended to be used for academic purposes including but not limited to individual studying, group studying, and tutoring. Use for other purposes may be approved in advance by the Youth Services Department on a case-by-case basis.

College Walk Study Room

- The College Walk Study Room is located across from the Youth Services Desk on the main floor of the library.
- Use of the room is free of charge.
- The maximum attendance for any meeting is 6.
- The room is available during regular library hours only.
- **The room has an open ceiling and glass walls, therefore activities within the room may be overheard by others.** Volume must be kept low.

Accessing the Room

- Reservations for room use are available up to one week in advance for one-hour increments only. Exceptions may be made in advance for non-profit organizations.
- Reservations can be made in advance by calling the Youth Services Desk, (828) 884-3151 x3.
- If the room has not been previously reserved, it will be available on a first-come-first-served basis for one-hour increments.
- At the end of any hour of use, individuals or groups may extend their use for another hour if no one is waiting to use the room. This process may be repeated as needed if no one is waiting to use the room.
- No one may reserve the room for the same date and time on a continual basis.

Using the Room

- The room may not be used for any activities likely to disturb Library functions.

- After use, the room should be left clean and in the same condition and configuration as it was at the start of use.
- The Group Study Room features a large whiteboard. Dry erase markers are available at the Youth Services Desk. The board is not to be used as a coloring board for children's entertainment.
- Do not tape, pin or otherwise attach signs, banners or any other materials to any wall, whiteboard, or other surface.
- The library is not responsible for any loss or damage to equipment, supplies, or other material brought onto Library premises.

Permission to use the room is granted based on adherence to policies and procedures; it does not indicate an endorsement, partnership or other support by the Library or by Transylvania County Government. All Library and County policies, including the Library Code of Conduct and the Safe Child Policy apply when using the room. This includes, but is not limited to, the following prohibited behaviors:

- Excessive noise or mess
- Soliciting, proselytizing, canvassing library patrons, or selling of any kind.
- Any activity that is disruptive or interferes with others' ability to use the library.

Groups and individuals failing to comply with these guidelines, or other established policies/procedures of the Library or County, may be denied further use of the room.