Study Room Policy

Purpose:

The Frankfort Community Public Library and Mulberry Library have study rooms available for patron use. Study rooms may be reserved in person or by telephone.

Reservations:

Reservations for the study rooms at the Frankfort location must be made by visiting or calling the Circulation Department in Frankfort (765) 654-8746. Reservations for the study room at the Mulberry location must be made by visiting or calling (765) 297-2604. The staff representative will need the patron's name, phone number, and the number of people using the study room.

Walk-ins are welcome as long as a room is available. A reservation will still need to be made at the Circulation desk.

A group or individual may reserve one room twice a week for a maximum of two hours per day to ensure a fair distribution of rooms among library users. Reservations cannot be made for more than a month in advance.

Cancellations:

Patrons who will not need a study room they reserved should cancel at least one day in advance. The patron must give their name, the date, and time of the reservation when canceling in order to verify the cancellation.

Study rooms will be held 15 minutes beyond the reservation time, after which the reservation will be cancelled by library staff.

Disclaimer and other Guidelines:

The study rooms in Frankfort are not completely enclosed and the study room at the Mulberry location is also not soundproof. The library cannot ensure privacy when using any of the study rooms at any location. Conversations should be kept at a reasonable level and patrons should be aware that conversations can easily be overheard.

All activities held in the study rooms must comply with the Library Rules, Children Visiting the Library Policy, Study Room Policy, all other library policies, as well as all applicable local, state, and federal laws.
Groups, organizations, or individuals using the study rooms in the library may not claim endorsement by the library or imply the library is sponsoring a program, group, individual, or organization. The library does not endorse any individuals or groups using the study room unless it is part of a library program. Granting use of its study rooms does not imply approval by the library of the group, individual, ideas, or services.

Library programs will take precedence over all other activities. The library reserves the right to change or cancel reservations and to determine priorities in assigning study room space.

The library board has vested the director with the authority to make exceptions to this policy in some circumstances, to supervise study room use, and to interpret these and all other library policies. Failure to comply with these regulations, library policies, or the directive of the designated representative of the library may result in a cancellation of further use of library facilities.

Approved by the Library Board: November 6, 2023