

It is the policy of the Basalt Regional Library District (BRLD) to offer its study room spaces for use by the community, subject to certain requirements. BRLD has five study rooms. Study rooms may be reservable in advance.

DETAILS ABOUT THE STUDY ROOMS:

	ROOM 113	ROOM 114 (Wakanda)	ROOM 117 (Narnia)
	(The Shire)	ROOM 115 (Diagon Alley)	, ,
		ROOM 116 (221B Baker	
		Street)	
Available hours	During BRLD Open Hours		
Location	Near	To the right of the adult	In the Kids/Teen Area
	Fireplace	area as you're facing the	
		wall of windows	
Occupancy limit	6	4	6
TV Monitor	No	No	Yes
Video conferencing hardware	Available upon request		
Presentation remote pointer	Available upon request		
Whiteboards	Yes	Yes	Yes
Dry erase markers and erasers	Yes	Yes	Yes
(available upon request)			

REQUIREMENTS FOR USE:

- The BRLD Patron Behavior Policy applies to all persons using any meeting or study room.
- Study rooms may be reserved for up to two hours per day, up to two weeks in advance.
- Meetings in study rooms must be held during the BRLD's operating hours. Meetings, including clean up time, must conclude ten minutes before closing time.
- Groups must limit attendees to the posted room capacity for safety purposes.
- Study room windows must remain uncovered for visibility into the room
- All trash, recyclable, and compostable items must be deposited in the proper receptacles.
- BRLD is not responsible for materials left in study rooms by users. Patrons may not leave unattended items in a study room in order to reserve a study room. Belongings left unattended will be collected by staff and held in the staff area until close of business at which time the belongings will go into the Library's lost and found.
- Refrain from sleeping in the Library study rooms.
- Room 117 (Narnia) is reserved for kids and teens during hours when school is not in session.

EXCLUSIONS, EXCEPTIONS, INDEMNITY:

- BRLD provides no liability or other insurance to cover expenses that may arise for individuals using our study rooms.
- BRLD assumes no responsibility for loss or damage to equipment or items brought into the Library.
- Permission to use study rooms does not constitute endorsement by BRLD staff or Board of Trustees.
 No advertisement or announcement implying such endorsement will be permitted. BRLD, at its sole discretion, reserves the right to revoke study room privileges at any time.

Policy drafted: November 2022, October 2025 Policy approved: March 2023, November 2025



REQUEST FOR RECONSIDERATION:

Any community member has the right to request reconsideration of any portion of this study room policy or how staff implement this policy. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.

Policy drafted: November 2022, October 2025 Policy approved: March 2023, November 2025