

Study Room Policy

General Information

Study rooms are available at the York and Rock Hill Branches. They are designed to provide flexible, inclusive spaces for individual or group work. While study rooms are semi-private, a library is a public space, and users should not expect privacy at all times. A library card is not required to reserve or use a study room, and there is no fee. Reservations are encouraged but walk-ins are welcome whenever rooms are available.

Who May Use Study Rooms

- Individuals or small groups needing a quiet workspace.
- Small nonprofit, educational, civic, or cultural groups.
- Limited for-profit use that aligns with the Library's mission and policies (e.g., paid tutors; see Tutor section).
- High school, college, and university students.

Study Rooms May NOT Be Used For

- Soliciting, selling, charging admission, or collecting donations.
- Social events (birthdays, weddings, etc.).
- Political meetings, town halls, or rallies.
- Activities that disrupt normal Library operations.

Reservations

- No library card is required to reserve or use a study room.
- Rooms may be reserved up to 7 days in advance online (<https://www.yclibrary.org/meeting-rooms>) or by calling the York (803-684-3751) or Rock Hill (803-981-5860) branches.
- Provide accurate contact information when booking;
 - Name, email address and phone number
 - The person named on the reservation must be the person to check in.
- Online reservations are not confirmed until a branch manager contacts you (allow up to 48 hours).
- For faster service, call the branch or request a walk-in room.
- Walk-in use is allowed when rooms are available; however, walk-in users must vacate for patrons with reservations.
- Reservations are for 2-hour blocks, available from 9:15 AM–6:30 PM.

- Cancel reservations by contacting the branch.
- Rooms are held for 15 minutes past the reservation start time before being released.
- After three no-shows or cancellations in a calendar year, study room privileges are revoked.
- If the Library closes due to weather or emergencies, all reservations are canceled.

Limitations

- Users are guaranteed up to 2 hours. If others are waiting, you must leave after your time ends.
- A person or group may reserve a room no more than 3 times per week and once per day.
- Walk-in use is unlimited when rooms are not in demand.
- Rooms must be vacated 30 minutes before closing.
- Maximum occupancy: 4 people
- No A/V equipment is provided; all rooms have electrical outlets.

Guidelines for Use

- Rooms are not soundproof; keep noise to a minimum.
- Silence cell phones; use headphones for audio.
- Lights must remain on when switches are accessible.
- Follow the Library's food and beverage policy. (<https://www.yclibrary.org/guidelines-for-user-behavior-and-library-usage>)
- All Library behavior policies apply. (<https://www.yclibrary.org/guidelines-for-user-behavior-and-library-usage>)
- Staff may ask users to leave or deny future reservations for inappropriate use.
- Staff cannot provide tech help inside study rooms; schedule Technology Tutoring if needed. (<https://www.yclibrary.org/technology-services>)
- The library is not responsible for personal belongings.

Tutors

- Tutors may use study rooms.
- Tutors must reserve or sign in under their own name and list the student or parent.
- Tutors may use a room for only 2 hours per day.
- Tutors may be asked to leave after 2 hours if another patron needs the room.
- No payments may be exchanged on Library property. Tutors and families must make prior arrangements for payment.

Checking In on the Day of Your Reservation

- Arrive a few minutes early.
- Check in at:
 - York: Circulation Desk
 - Rock Hill: Reference Desk (upstairs)
- Staff will check you in and escort you to the room.
- A timer will be provided to track your reservation.
- If no one is waiting after your session ends, you may be allowed to extend your time.