



MADISON
PUBLIC
LIBRARY

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Study Room Guidelines

Revised March 2025

These guidelines for study rooms at Madison Public Library supplement the Library Board-approved [Meeting and Study Room Policy](#).

INTRODUCTION/PURPOSE

In keeping with [Madison Public Library's strategic priorities](#) of strong libraries and thriving communities, we have developed study room guidelines with the aim of providing engaging and accessible services and nourishing spaces. These guidelines are intended to serve our community in the following ways:

- a. Increase access *to* and maximize use *of* our study room spaces for a diverse public with a variety of needs.
- b. Decrease barriers for room use while prioritizing resources for members of our community.
- c. Streamline processes for ease of public and staff engagement and more equitable application of the guidelines across spaces and locations.

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I. Customer Responsibilities

- a. Customers must adhere to all library policies, including the [Behavior Policy](#). Staff will address inappropriate use and discuss with customers any activities that are unsuitable for

the public gathering places.

b. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Library staff will have free access to meeting and study rooms at all times.

c. Study rooms have fixed room configurations - customers are responsible for any special room set-up and should return the room to the condition in which it was found upon vacating the space.

d. Late Arrivals, No-Shows, and Cancellations

i. A reservation will be forfeited if the room is unused for 15 minutes after the reservation start time.

ii. Library staff should be notified of study room cancellations at least 15 minutes in advance by calling the [library location](#).

iii. A second occurrence of not arriving for or late cancellation of a reservation within a six-month period at any Madison Public Library location will result in a prohibition from making *advance* room reservations for a period of one month.

e. Customers must promote their own programs unless otherwise indicated by library staff at the time of reservation. The library's logo must not be used on any promotional material unless approved by the library's marketing department (call 608-266-4953). Signs or posters placed anywhere in a library building must be approved by library staff.

II. Study Rooms

a. Advance reservations

i. Advance reservation of study rooms require a library card from Madison Public Library or any other library within the South Central Library System.

ii. Visitors are allowed a maximum of two (at neighborhood libraries) or three (at Central library)

hours per day of study room use. This time could be continuous or split up as availability allows.

iii. Only one advance booking at a time is permitted across all Madison Public Libraries. It can be one day to one month ahead.

iv. The Central Library allows advance reservations for Sundays. Lakeview and Goodman South Madison Libraries have walk-in use only on Sundays.

b. Walk-in Use and Same Day Reservations

- i. Individuals and groups may request same-day reservations or use study rooms on a walk-in basis.

- ii. Walk-in use does not require a library card to use a study room.

c. Age requirements: Patrons must be aged 12 or older to use study rooms on a walk-in or advance reservation basis.

d. Duration of use

- i. At the Central Library, individuals or groups may use a study room for 3 hours, but if no one is waiting for a room, at the discretion of staff, patrons may stay in the room until such time as another patron requests it. Booking time is not extended; extra time is a courtesy.

- ii. At Neighborhood Libraries, individuals or groups may use a study room for 2 hours, but time may be extended if no one is waiting. See above.

e. Reservations for other people

- i. Card holders making reservations must be present while the room is in use.

- ii. Reservations are non-transferable.

f. Late Arrivals, No-Shows, and Cancellations

- i. A reservation will be forfeited if the room is unused for 15 minutes after the reservation start time.

- ii. Library staff should be notified of study room cancellations at least 15 minutes in advance by calling the [library location](#).

- iii. A second occurrence of not arriving for or late cancellation of a reservation within a six-month period at any Madison Public Library location will result in a prohibition from making *advance* room reservations for a period of one month.

III Large Meeting Rooms

Visit the [Meeting Room Rules of Use](#) or the [Meeting & Study Room Policy](#) online.