

PCPL 1.27 Public Tutor Rooms

The Library's tutor rooms are available for use for individual and small group study, tutoring, meetings, during the library's regular hours of operation. Tutor room use is limited to individuals who are 18 years or older or children who are supervised by an adult. The rooms are suitable for small groups and quiet activities only. The smaller rooms are available for use by groups of up to four. The larger tutor room seats up to six people around a small table.

- There is no fee to use the tutor rooms.
- Covered drinks are allowed in the tutor rooms, but no food. Food may be consumed in the café/lounge area.
- Lights must be left on and windows must be left uncovered.
- Use of tutor rooms may not interfere with the routine business of the library.
- Headphones are required if teleconferencing (Zoom/WebEx/Teams, etc.)
- Tutor rooms may be used once a day, for a maximum of 3 hours
- Limit of 12 advance reservations per 12-month period, beginning with the first use.
- Items should not be left unattended in the tutor room.

Tutor rooms require advance registration and can be booked online or at the library's circulation desk. Advance registration for the room may be made by any one individual using the room up to one month in advance of the date requested.

Walk-in requests will be accommodated based on room availability. Special scheduling considerations must be approved by the Library Director or Librarian.

Failure to appear, or cancel, your reservation ahead of time may result in denial of future tutor room reservations.