

## **FORT BEND COUNTY LIBRARIES**

### **STUDY ROOM POLICY**

The mission of Fort Bend County Libraries is to bring people, information, and ideas together to enrich lives, expand minds, and strengthen our diverse community.

As a public service, the library provides study rooms for visitors who need a quiet place to study or to work in small groups. The Study Room Policy is also governed by the Library Rules of Conduct and the Unattended Children policies.

All study rooms are in great demand. We appreciate your cooperation in complying with the following basic rules for the use of the study rooms.

#### **General Rules**

1. Study rooms may be reserved up to 7 days in advance but no less than 24 hours in advance. A visitor/group may have a maximum of 2 reservations per week (see number 8 about walk-ins). The full names of all group members must be given when a reservation is made. Identification, such as a Fort Bend County library card or a photo ID, is required to verify a reservation. This identification will be used in exchange for a study-room key. Passports will not be accepted in exchange for a key.
2. Study rooms are reserved for approximately two-hour blocks per visitor/group up to twice per week. The two hours may not be split up. All rooms must be vacated 30 minutes before the library closes, regardless of check-out time. If no ID is exchanged for a key, the study-room door will remain unlocked.

Study room reservations will be held for 15 minutes and then released to accommodate walk-in requests.

3. A visitor/group must be prepared to leave the study room after their allotted time.
4. Each study room has a designated capacity (capacity varies from branch to branch). Capacity for each room may not be exceeded.
5. Furniture cannot be rearranged or moved in/out of the study rooms. Lights should remain on in the study room.
6. Window and doors to the study room may not be obstructed.

7. Study-room keys must not leave the building. If you need to briefly leave the building, give the key to the reference/information desk. If you need to leave the study room for more than 15 minutes, please inform the desk staff. If possessions are left in the room after a reservation has ended, library staff will gather and store them in a secure location until they are retrieved.
8. Depending on availability, walk-in requests may be accommodated (in addition to existing reservations). Requests will be accepted for one two-hour block at a time. Ask at the Adult Reference Desk for more information.
9. No food is permitted in the study rooms. Covered drinks are permitted.
10. Electrical outlets and WiFi are available in the study rooms.
11. Study rooms are not soundproof. Please refer to the Library Rules of Conduct.
12. Violations of these rules may result in cancellation of a study-room reservation or permanent banning from study-room use.

\*A group is defined as two (2) or more individuals using a study room at the same time (during the same reservation), regardless of when each person joined the group.

*Updated November 26, 2025*