

## Study Room Updated Language

The El Segundo Public Library's study rooms that may be reserved for maximum of 2 hours each day per person/group for use during regular open hours.

Patrons MUST have their own valid El Segundo Public Library card to reserve a study room. No sharing accounts among family and friends. The person whose name the reservation is under must remain in the room with others during the appointment.

To check in for your reservation, please see the Reference Desk. Patrons shall present their valid ESPL card to staff and keep their card on them while in the room. If you do not have your ESPL card, or a physical ID card, you will not be allowed to check in for your reservation.

No person from one group's reservation may remain in a study room for another group's reservation.

Rooms may be reserved up to 7 days in advance.

Each room includes a table, chairs, outlets and a white board.

Patrons must be high-school age or older to use the rooms unless accompanied by an adult.

To cancel a reservation, please call 310-524-2728 or email [refdesk@elsegundo.org](mailto:refdesk@elsegundo.org).

### Library Hours:

Monday-Thursday: 9:00am-8:00pm

Friday-Saturday: 10:00am-5:00pm

Questions? Please call 310-524-2728 or email [refdesk@elsegundo.org](mailto:refdesk@elsegundo.org).

### **Study Room Rules**

The maximum number of people in a study room is limited to the number of chairs in each room.

Study rooms may not be left unattended for more than 10 minutes. The library is not responsible for personal items left in the room.

If you arrive later than 15 minutes past your reserved time, your room may be released to someone else.

Please be courteous to other patrons by keeping noise levels as low as possible. The study rooms are not soundproof. Proper library conduct in the rooms as set forth in the Library Rules & Regulations will be strictly enforced.