

Des Moines Public Library

Study Room Guidelines

Who May Use

- One user of the room must show a valid DMPL library card to check out the room. This user is responsible for the condition of the room.
- At least one member of a group using the study room must be 14 years old.
- Rooms may not be used for commercial or business purposes, with the exception of paid tutors.

Reserving

- Reservations may be scheduled from fifteen minutes up to two hours.
- Study room users may not sign up for more than one two-hour session per day. A person who has used a study room as a member of a group may not be assigned another study room the same day.
- Study rooms are reserved during regular library hours, up to thirty minutes before closing. Rooms must be vacated fifteen minutes before the library closes.
- If after ten minutes a group fails to appear, the reservation may be canceled by staff and reserved for another group.
- Study rooms may be reserved online at <https://www.dmpl.org/explore/featured-services/meeting-rooms>, by calling 515-283-4152, ext. 3, or by emailing reference@dmpl.org.
- Study rooms may be reserved up to two weeks in advance.
- Rooms may also be reserved by visiting the library information desk.
- For information about reserving a larger room or for more than two hours, visit the Meeting Rooms page of dmpl.org.

Study Room Use Regulations

- Study room users are expected to follow the guidelines of the Des Moines Public Library Customer Behavior Policy.
- Users are responsible for leaving the rooms in a neat and orderly condition, with trash put into the proper container. Failure to do so may result in the denial of future room requests.
- The library is not responsible for the loss of, or damage to, any equipment owned or rented by an individual or group using a study room.
- At least one member of the group must stay in the room at all times. Empty rooms may be assigned to another group.
- The door must remain unobstructed. Windows on room doors must remain uncovered.