



Commerce Township Community Library

180 E. Commerce Rd.
Commerce Township, Michigan 48382
Phone: 248-669-8108 / Fax: 248-325-5047
Internet: www.commercelibrary.info

Commerce Township Community Library provides study rooms for informal groups to meet without disrupting quieter areas of the library.

Typical use of the study room is group study, tutoring or committee work.

Study Room Policy

1. Groups or individuals must sign in before and sign out after use of the study room at the Adult Reference Desk. Users of study rooms must present library card or valid proof of identification at time of sign in.
2. Study rooms are available for use during regular service hours on days the library is open. Use of the study rooms is first come, first served. There are no reservations.
3. Maximum number of persons allowed:
Study Rooms 1 and 2: 6 persons
Study Rooms 3-8: 3 persons
4. When all study rooms are occupied, if a single person occupies one of the study rooms, that person will be directed to relocate to another area of the library. Single users will be asked to vacate in numeric order of the room occupied beginning with Room 1.
5. Continuous use of study rooms is limited to periods of 2 hours. If no one is waiting to use the room at the end of two hours, the period of use may be extended in 1 hour increments.
6. Users of study rooms may be asked to leave the room if they create a disturbance, interfere with the conduct of library business, exceed the posted capacity of the study room or if the study room is used inappropriately.
7. Users of study rooms must occupy them. Items left in an unoccupied room will be considered abandoned after 15 minutes and may be removed by staff. The library is not responsible for unattended personal items.
8. Taping, stapling or tacking of materials to the windows, walls or other furnishings is prohibited.
9. Study rooms come equipped with dry erase boards. Users of study rooms must confine notations to the dry erase boards.
10. Users of study rooms must leave the lights on while the room is in use.

11. The study room must be left in the same condition it was prior to use.

Violations of the Patron Behavior Policy or of the Study Room Policy may result in expulsion from the study room or from the library at the discretion of library staff.

Approved by Commerce Township Board of Trustees, April 14, 2021