Schertz Public Library
Study Room Policy

Schertz Public Library offers study rooms for public use. These rooms are appropriate for quiet study or work, small meetings, and study groups. The Library offers two types of study rooms: Small Study Rooms and Group Study Rooms.

Study Room Types and Use

The Library's Small Study Rooms and Group Study Rooms have different availability and reservation requirements. The following guidelines apply specifically to each type of room.

Small Study Rooms

Small Study Rooms are designed to accommodate a maximum of two (2) people.

- Small Study Rooms are available on a first-come, first-served basis. Reservations are not accepted for these rooms, although the Library reserves the right to make exceptions under special circumstances.
- There is no standard time limit for use of Small Study Rooms. The Library reserves the right to establish a time limit when necessary to manage demand for the rooms.

Group Study Rooms

Group Study Rooms are designed to accommodate a maximum of six (6) people and require a reservation. Requirements and guidelines for reservations of Group Study Rooms are as follows:

- A reservation is required to enter and use a Group Study Room.
- Group Study Rooms may be reserved by individuals for a maximum of four (4) hours per day. Individuals are allowed up to five (5) reservations per week.
- Reservations may be made up to two (2) weeks in advance through the Library's online reservation system or by calling the Library at 210-619-1700.
- Patrons must be at least 18 years of age to reserve a Group Study Room. Students attending high school within the Library’s legal service areas are permitted to reserve a Group Study Room, provided they present their valid photo ID, school ID, or an active Schertz Public Library card upon check-in. High school students must be registered (or be prepared to register) for a Student Digital Access Card or Full-Service Card before entering their reservation.
- The name on the reservation must match the name of the patron checking in to the room.
- Patrons must check in at the Circulation Desk upon arrival for their reservation. Patrons may arrive up to 15 minutes before their scheduled reservation time and may enter the

room early if it is available. Presentation of SPL library card (or photo identification) is required upon check-in.

- Reservations will be held for 15 minutes after the scheduled start time. If the patron has not arrived within 15 minutes, the reservation will expire and the room may be made available to another user.

General Study Room Rules

The following rules apply to all study rooms:

Appropriate Use

Study rooms are intended for quiet study, work, meetings, and study groups. All users must comply with the Library's Guest Behavior Policy and other applicable policies.

Noise

Study rooms are not soundproof or private. Users must keep voices, electronic devices, and other sources of noise at a level that does not disturb other library users.

If excessive noise disrupts other Library users, staff may ask the individuals responsible to lower the volume. Repeat violations may result in the individual or group being asked to leave the Library.

Business & Financial Transactions

Selling merchandise or services, exchanging funds, or operating a business from a study room is prohibited.

Food & Beverages

Considerate consumption of snack foods and covered beverages is permitted in study rooms, provided users comply with the Library's Food & Drink Policy.

Cleanliness & Furniture

Users must leave study rooms clean and in their original condition. Furniture must remain in its original location. Chairs or other furniture moved from another area of the Library must be returned to their original location before the user leaves.

Windows & Lighting

Windows on study room doors must remain uncovered at all times, unless approved by library staff. Lights must remain on while the room is in use. Users may adjust the room's dimmer to an appropriate lighting level.

Children & Supervision

Children ages birth – 7 may not be left unattended in study rooms. Users must comply with the Library's Unattended Children Policy.

Personal Belongings

The Library is not responsible for lost, stolen, or damaged personal belongings left in a study

room. Items left unattended may be removed by library staff and placed in the Library's Lost & Found.

Damage & Misuse

Misuse, destruction, or defacement of a study room or library property is prohibited. Users may be held responsible for the cost of repairing or replacing property that was damaged during their reservation. Misuse of a study room may result in the loss of study room privileges.

Loss of Study Room Privileges

Failure to comply with this policy or other applicable library policies may result in the loss of study room privileges. Depending on the nature or severity of the violation, additional action may be taken under the Library's Guest Behavior Policy.

Policy created September 2026
Endorsed by the Library Advisory Board October 5, 2026