

Omaha Public Library (OPL) Meeting Room Policy – South Omaha Library Study Rooms



PURPOSE:

This meeting room policy is used in conjunction with the OPL Meeting Room Policy. The study rooms at this facility are for use by two entities: OPL and Metropolitan Community College.

POLICY:

The study rooms are available during normal library hours for use by patrons who require a quiet atmosphere to pursue individual study or contain the noise of small group discussions.

The rooms are available on a first-come, first-served basis unless reserved in advance. Users with advance reservations take priority. Reservations can be made with staff at the service desk. The rooms are available until 15 minutes before the library closes.

Study rooms may be reserved up to 3 months in advance, scheduled for up to 2-hour blocks when available, and are limited to 1 reservation per day.

Study rooms will be held for 15 minutes beyond the reserved time. The study room will then be made available to other patrons.

Study room use is limited to those in high school and above unless accompanied by an adult.

Study rooms are not to be used for social functions or “for profit” groups soliciting or selling products or services.

Study rooms are not to be used as a depository for personal items. Those who sign up for the rooms must occupy them. The library is not responsible for personal items left in study rooms. Items left in an unoccupied room longer than 15 minutes will be considered abandoned. Staff may then remove any items from the room.

Study room users must maintain a moderate noise level so as not to disturb other library users.

Library furniture cannot be moved into study rooms. The room must be left in the condition as found.

Use of a study room implies consent to follow the library’s policies, code of conduct, and rules.

IMPLEMENTATION:

South Omaha Library personnel are responsible for enforcing this policy.

Violation of OPL’s Code of Conduct or inappropriate behavior may result in being denied future study room use or being banned from the library. OPL’s Code of Conduct is posted in the library. Code of Conduct copies are available from staff upon request.

Approved by the Board of Trustees
of the Omaha Public Library, August 20, 2025