

Study Room Policy

(Adopted July 2020; Rev. October 2025)

Purpose

The study rooms may be used by individuals or small groups of four or less people for quiet study or similar activity provided it does not disturb other users or exceed the acceptable noise level for the surrounding Quiet Study Area.

Hours of Availability

Study rooms are available during normal library hours and must be vacated five (5) minutes before the library closes.

Reservations

Study rooms are available on a first come, first served basis. Reservations may not be made more than one week in advance.

Study rooms may be reserved using the online booking system available on the PGTPL website, by using the electronic kiosks located outside of each study room, by calling 317-839-6602, through the rooms@plainfieldlibrary.net email, or by speaking with a staff member at the Information Desk.

Access to the Study Rooms

The study rooms are locked at all times. Access is granted using a code that is generated when the reservation is made. The access code is sent to the email address used to make the room reservation. This code is only valid for the duration of the reservation.

Time Limits

Study room use for an individual or a group will be limited to a single booking per day of up to three (3) hours per use. If there are no pending reservations for a study room, users may remain in the room until the next booking. Items left unattended in a room when it is needed for the next booking may be taken to the Lost & Found.

Under no circumstance will an individual or a group be permitted to enter multiple or successive bookings in order to secure a study room beyond the initial three-hour limit.

The Library reserves the right to implement procedures and protocols to ensure equitable access to study rooms for all users.

Occupancy Limits

Maximum occupancy signs are posted in each study room. The maximum occupancy for each study room is four people; occupancy of the study rooms may not exceed posted limits.

Cancellation of Reservations

Users may cancel study room reservations by calling 317-839-6602, via email through the rooms@plainfieldlibrary.net email, or by speaking with a staff member at the Information Desk.

Users who reserve and fail to occupy the study room within twenty (20) minutes of the start of their reservation are considered to have forfeited that particular reservation. The reservation may be cancelled and the room made available for other bookings.