



Old Town Library Study Room Rules and Information

Old Town Library has several study rooms available for use by the public. Rooms are located on the second floor of the library.

Study Rooms may be reserved online up to 2 weeks in advance:

1. From the Library District's website.
2. On the study room kiosk at Old Town Library.
3. By calling the Answer Center at 970-221-6740.

Each room may be reserved for up to two hours. To view a schedule of study room availability click on the study room calendar.

Study Rooms A and B can accommodate six people comfortably. These two rooms are equipped with white boards and Smart Boards. Guidelines for using the Smart Boards are detailed on the library website.

Study Room C, E and F can accommodate four people comfortably and each room is equipped with a large white board.

Study Room D is the **Collaboration Room**. This room is designed to accommodate eight people comfortably. The room is equipped with a whiteboard and specialized communications and collaborative equipment/technology.

Study Rooms 1, 2, and 3 can accommodate one person and each room is equipped with a table, chair, and a large white board.

If you have special requests or require additional time in a study room please call the Answer Center at 970-221-6740 or see Library staff for assistance.

Study Room Rules

- An individual is limited to one room reservation per day.
- Room reservations can be made up to the time the room is requested.
- Rooms will be held for 15 minutes. Then the room will then become available to other users.
- All Library District rules and regulations must be followed by room users.
- Reservation information regarding events in Library District meeting rooms is made available to the public.
- With appropriate notice, staff members are available to provide a brief orientation to the available technologies in the Collaboration Room and the Study Rooms equipped with Smart Boards. Requests for an orientation should be made in advance. Brief, unscheduled orientations may be possible depending on current staff availability.
- Groups and individuals using the rooms are responsible for any necessary set up or clean up following use.
- As a courtesy to other users, please leave the study promptly at your designated end time.
- If someone is in your reserved room, please let staff know.
- Study rooms must be cleared 5 minutes prior to building close.
- Damages to furnishings and equipment as a result of misuse will be charged to groups or individuals responsible.
- Whiteboard markers/erasers may be borrowed at the public desk stations on the second floor.
- Smart Board accessories are available at the computer assistant's station.