Old Town Library
Study Rooms and Collaboration Room
Rules and Guidelines

General Information

Old Town Library has several study rooms and a collaboration room available for use by the public on the second floor of the library.

Three small, one-person study rooms, Study Rooms 1, 2 and 3, are available on a first come, first served basis. In order to maintain some unreserved study spaces for our visitors, no reservations are taken for these individual study rooms. Each room is equipped with a whiteboard.

Two multi-person study rooms are available for users dropping in at the library and are available on a first come, first served basis.
• Study Rooms E and F can accommodate four people comfortably and are equipped with a large white board. These rooms are for drop-in use and may not be reserved in advance.

Four multi-person study rooms may be reserved and scheduled in advance.
• Study Rooms A & 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 below.
• Study Room C can accommodate four people comfortably and is equipped with a large white board.
• The Collaboration Room is Study Room D. The room is designed to accommodate 8 people comfortably. The Collaboration Room is equipped with a whiteboard and specialized communications and collaborative equipment/technology. The technology available in the Collaboration Room is detailed below. This room may be reserved for up to four hours; priority use is given to those utilizing the special equipment and technology.
Guidelines for Room Use and Reservations

The **Collaboration Room** and **multi-person Study Rooms** are available for use by individuals, not-for-profit groups, and for-profit businesses. This procedure differs from rules of use for our large library Meeting/Community Rooms, which are for use by not-for-profit organizations only, and not by individuals or for-profit businesses.

- All multi-person study rooms and the Collaboration Room, may be reserved.
- Reservations may be made online through the library’s Internet site, or by calling the Answer Center at 970-221-6740. To view a schedule of room availability and request reservations, please go to [http://www.poudrelibraries.org/information/meeting-rooms.html](http://www.poudrelibraries.org/information/meeting-rooms.html)
- Study Rooms A, B, and C may be reserved for up to two hours. At staff discretion, use may be extended by an additional hour if the room is not reserved by others and no one is currently waiting for a room.
- The Collaboration Room (Study Room D) may be reserved for up to four hours. At staff discretion, use may be extended by an additional hour if the room is not reserved by others and no one is currently waiting for the room.
- A group or individual is limited to one room reservation per day.
- Room reservations can be made until 12 hours before room is requested.
- Rooms may be reserved up to two weeks in advance.
- Room reservations will be held for 15 minutes, then the room will be available to other users.
- Rooms are not available for classes conducted for profit, sales of products, or groups or individuals requiring a donation or admission fee.
- All District rules and regulations must be followed by room users.
- 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 orientation should be made in advance, insofar as is possible, through the reservation system. 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.
- 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 computer assistant’s station.
- Smart Board accessories are available at the computer assistant’s station.